Performance Audit

STATE HIGHWAY DEPARTMENT FUND

and Other Funds Related to Highway Maintenance and Construction:
MOTOR FUEL TAX FUND
STATE ROAD FUND
THIRD STATE BUILDING FUND

SEPTEMBER 23, 1987

A report to the Missouri General Assembly by the Oversight Division of the Joint Committee on Legislative Research

STATE OF MISSOURI
COMMITTEE ON LEGISLATIVE RESEARCH
OVERSIGHT DIVISION

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September 23, 1987

The Honorable John Ashcroft, Governor
State of Missouri

The Honorable John E. Scott, President Pro Tem
Missouri Senate

The Honorable Bob F. Griffin, Speaker
Missouri House of Representatives

Members of the Missouri General Assembly

In accordance with the provisions of RSMo 23.190, the Joint Committee on Legislative Research is pleased to present this performance audit of the State Highway Department Fund. This audit was conducted by the Oversight Division in partial fulfillment of a resolution directing a performance audit of the Department of Highways and Transportation which was adopted by the Committee on February 4, 1987. The report contains information, findings and recommendations on uses of the State Highway Department Fund.

The Joint Committee on Legislative Research wishes to thank the Legislature for its support in 1987 and urges all members to avail themselves of the services of the Committee whenever the need arises.

Respectfully,

Representative L.W. Maddox, Chairman
Committee on Legislative Research

Senator Edwin L. Dirck, Vice-Chairman
Committee on Legislative Research

PREFACE

The Oversight Division of the Joint Committee on Legislative Research was directed by Committee resolution on February 4, 1987, to conduct a performance audit of the Department of Highways and Transportation with special emphasis on:

> (1) The distribution of the Department of Highways and Transportation funds to other state departments, agencies, and institutions, the legal requirements or legal basis upon which such payments are made, the relation of such payments to the duties and responsibilities of the Department of Highways and Transportation and to the rest of state government, and the feasibility of the funding of some portion of such payments from other than Department of Highways and Transportation funds;
> (2) The legal and constitutional underpinning for the allocation of the various fines and penalties, and any legislative action required in relation thereto; and
> (3) The long-range goals and needs of the Department of Highways and Transportation and the General Assembly's role in relation thereto.

This report is in partial fulfillment of that resolution.

The Oversight Division of the Joint Committee on Legislative Research was created as a result of HB 1087 passed by the 82nd General Assembly in 1984. The Division is responsible for conducting management and program audits of state government agencies.

Management and program audits provide feedback to the legislature and the state agencies on the effectiveness of specific programs. Staff from the Division conduct the audits to determine whether the state agencies are managing and utilizing their resources in an efficient manner and according to legislative intent. The audits evaluate the performance of state agencies to determine whether the objectives of the programs are being achieved and the intended benefits are being realized. The audits may also address whether a program duplicates or conflicts with any other state program. In addition, the Division is assigned the responsibilities of providing fiscal research and analysis on legislation pending before the General Assembly.

On behalf of the Committee and the staff of the Oversight Division, I wish to acknowledge the Department of Highways and Transportation as well as the many agencies responding to the Division's survey for their cooperation and assistance in providing the information used in this report.

Natalie Tackett

Natalie Tackett
Director, Oversight Division
September 23, 1987

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INTRODUCTION

The Oversight Division of the Joint Committee on Legislative Research was directed by Committee resolution to conduct a management and program audit of the Department of Highways and Transportation - "its sources of income and the places and purposes of its disbursements". This report, in partial fulfillment of that resolution, includes:

1) the distribution of State Highway Department Fund (SHDF) money to state departments, agencies and institutions other than the Department of Highways and Transportation;

2) the relation of SHDF appropriations to the duties and responsibilities of the Department of Highways and Transportation and to the rest of state government;

3) the legal and constitutional support for the allocation of revenues from various fines and penalties; and

4) the long-range goals and needs of the Department of Highways and Transportation and the General Assembly's role in relation to the SHDF.

This report of the performance audit of the State Highway Department revenues had the following objectives:

1) to determine the legal and constitutional validity of disbursements from the State Highway Department Fund, the Motor Fuel Tax Fund, State Highway

Department Fund, State Road Fund and the Third State Building Fund Highway Related appropriations; and

2) to develop an accurate and complete record of expenditures from the SHDF for FY87.

A review was completed of the statutes, the State Constitution, Attorney General opinions and court cases which addressed the question of uses of SHDF monies. A questionnaire was sent to each department receiving an appropriation from the SHDF in FY87. This questionnaire included questions on:

1) the purpose of the appropriation;
2) the justification for the appropriation being made from SHDF funds;
3) the allocation of expenses of an agency among funds;
4) collection and deposit of fees;
5) number and type of personnel;
6) expenditures in FY87; and
7) subjects specific to individuals HDF appropriations.

The following list comprises those state departments and agencies within the departments identified as receiving SHDF appropriations that were sent a questionnaire:

1) State Auditor
2) State Treasurer
3) Office of Administration
   a) Division of Accounting
   b) Division of Data Processing
   c) Division of Design and Construction
   d) Board of Public Buildings
   e) Division of Purchasing

4) Department of Agriculture
   a) Division of Weights and Measures
5) Department of Economic Development
   a) Administrative Services
   b) Public Service Commission - Manufactured Homes Department
   c) Division of Tourism
   d) Division of Transportation
6) Department of Health
   a) Emergency Medical Services
   b) Laboratory Services
7) Department of Public Safety
   a) Office of the Director
   b) Division of Highway Safety
8) State Highway Patrol
   a) Administration and General Support
   b) Enforcement
   c) Academy
   d) Vehicle and Driver Safety
   e) Technical Services
   f) Crime Labs
9) Department of Revenue
   a) Division of Administration
   b) Division of Information Services
   c) Division of Motor Vehicle and Drivers Licensing
   d) Division of Motor Vehicle and Drivers Licensing - Branch Offices
   e) Division of Taxation
   f) Highway Reciprocity Commission
   g) Division of Compliance

HIGHWAY REVENUES

Highway revenues come entirely from funds collected from those who use the highways. These are commonly referred to as "user taxes".
The three main sources of state highway revenue are the following:

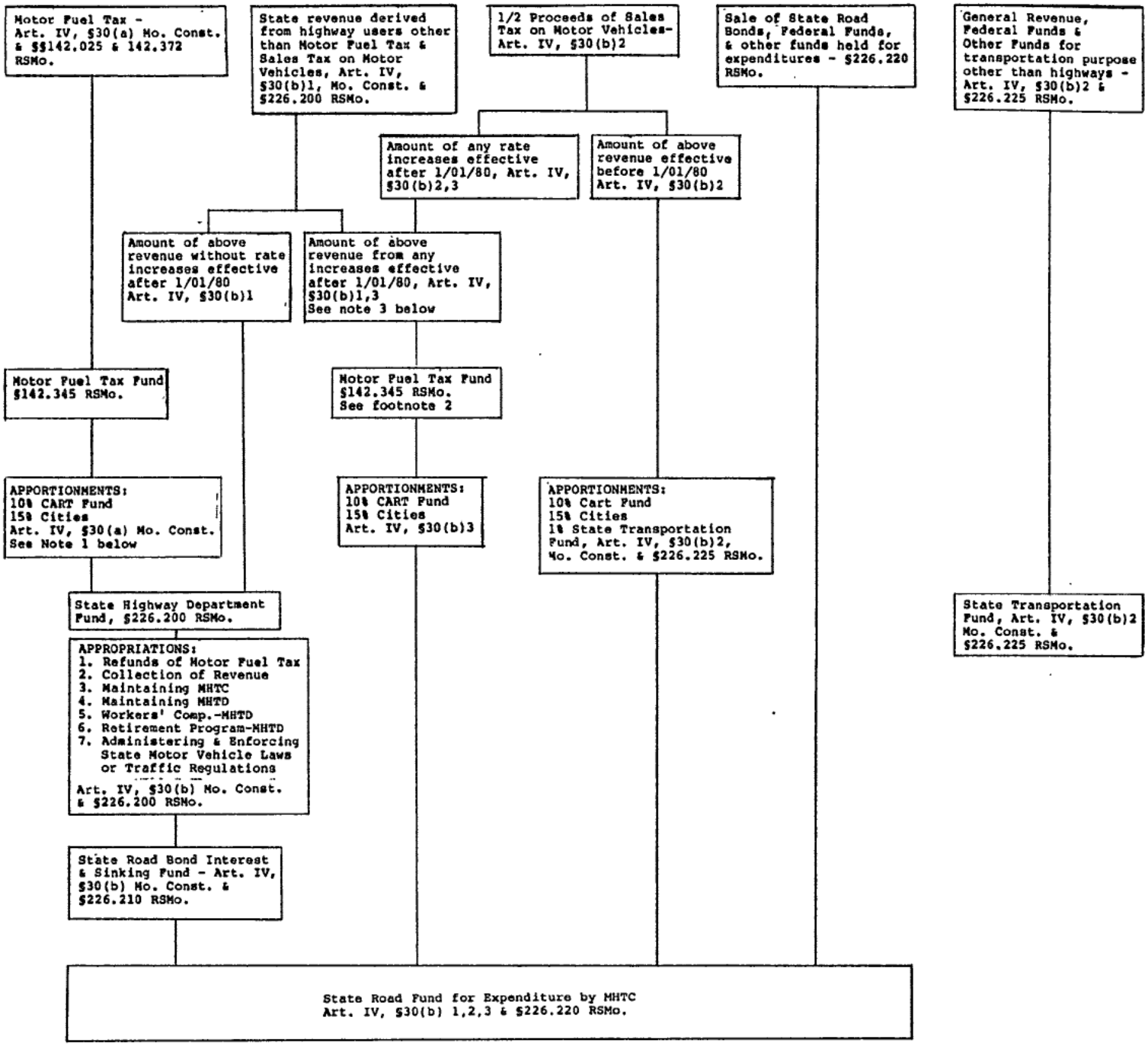
1) a tax (11 cents per gallon) upon motor fuel used for a highway-propelling vehicles;

2) state license fees upon the privilege of manufacture, receipt, storage, distribution, sale or use of motor vehicles; and

3) a portion of state sales tax on all motor vehicles, trailers and motorcycles.

Illustration 1 shows the flow of revenues from collection through deposit. Table 1 shows income by year for highway use.

MISSOURI HIGHWAY & TRANSPORTATION FUNDING CONSTITUTIONAL AND STATUTORY PROVISIONS (1/01/87)



1. Counties' and Cities' share of Motor Fuel Tax Refunds and collection costs are deducted before apportionment of Revenue.

2. Query whether other state highway revenues & sales tax proceeds should be credited to Motor Fuel Tax Fund as now done by Dept. of Revenue and State Treasurer's office.

3. Query whether increase in fees for drivers' licenses, chauffeurs' licenses & title fees should be shared under Art. IV, §30(b)3, Mo. Const. with counties & cities as now done by Dept. of Revenue.

Source: Missouri Department of Highways and Transportation

TABLE 1
STATE INCOME COLLECTED FOR
STATE ADMINISTERED HIGHWAYS BY
FISCAL YEAR

	(millions of dollars)		
	FY85	FY86	FY87
Vehicle License	$145.6	$157.5	$162.0
Fuel Tax*	162.8	166.3	172.3
Vehicle Sales Tax	48.8	52.9	55.7
Vehicle Use Tax	30.1	29.1	28.6
Vehicle Inspection	2.1	2.1	2.2
Drivers' License	9.8	10.2	10.2
Dept. of Economic Development Fee	3.6	3.7	4.0
Road Fund Interest	12.8	7.3	2.4
Miscellaneous Receipts**	15.0	9.4	12.7
TOTAL	$430.6	$438.5	$450.0

* Does not include funds disbursed to local governments
** Includes escrow fees, Reciprocity Fund interest, and reimbursement from other state or local governments
Source: Missouri Department of Highways and Transportation

The above amounts are collected by the state and deposited into the following funds:

1) Motor Fuel Tax Fund
2) State Highway Department Fund
3) State Road Fund

Revenue From Motor Tax Fuel (Motor Fuel Tax Fund)

According to Article IV Section 30(a) of the Missouri Constitution, a tax is levied upon motor fuel used for highway-propelling motor vehicles. All revenue derived from the motor fuel tax is deposited into the Motor Fuel Tax Fund under Section 142.345 RSMo 1986. The monies deposited into this fund are disbursed or transferred as follows:

1) The amount of tax collected on fuel not used for propelling motor vehicles on state highways are transferred to the SHDF to be refunded.

2) The amount of actual costs of collection, apportionment and of making refunds are transferred to SHDF for reimbursement by appropriation.

3) Ten percent of the net proceeds are transferred to the "County Aid Road Trust Fund".

4) Fifteen percent of the net proceeds are allocated to cities, towns and villages.

5) All the remaining net proceeds in excess of the allocation of counties and cities, towns and villages are transferred to the SHDF.

Revenue From Highway Users (State Highway Department Fund)

Under Article IV Section 30(b) of the Missouri Constitution, the State shall collect revenue derived from highway users as an incident to their use or right to use the highways of the state. These revenues include, but are not limited to, all state license fees and taxes upon motor vehicles, trailers and motor vehicle fuels and on the privilege of manufacture, receipt, storage, distribution, sale or use thereof. The revenue collected is deposited into the State Highway Department Fund.

Effective January 1, 1980, any revenues received due to increases in state license fees and taxes on motor vehicles, trailers, motorcycles and mopeds are to be distributed as

follows (Article IV Section 30(b)3 of the Missouri Constitution):

1) ten percent to the County Aid Road Trust Fund,
2) fifteen percent to the cities, towns and villages, and
3) seventy-five percent to the State Road Fund.

Revenue from Sales Tax

Under Article IV Section 30(b)2 of the constitution of Missouri, one-half of the proceeds from the state sales tax on all motor vehicles, trailers, motorcycles, mopeds and motortricycles shall be collected and distributed as follows:

1) ten percent to the County Aid Road Trust Fund,
2) fifteen percent to the cities, towns and villages,
3) one percent to the State Transportation Fund, and
4) seventy-four percent to the State Road Fund.

Effective January 1, 1980, any revenues received due to increases in sales tax are treated in the same manner as stated above under highway users revenue.

THE STATE HIGHWAY DEPARTMENT FUND/STATE ROAD FUND

The State Highway Department Fund (SHDF) was established by State statute (RSMo 226.200) which defines the uses of monies deposited in the SHDF. The fund is disbursed for the following:

1) collecting state revenue from highway users as an incident to their use or right to use the state highways,
2) maintaining the State Highways and Transportation Commission,
3) maintaining the State Highways and Transportation Department (SHTD),
4) workers' compensation for State Highways and Transportation Department employees,
5) the sharing of the State Highways and Transportation Department in any retirement program for employees, as provided by law, and
6) administering and enforcing any state motor vehicle laws or traffic regulations.

Any balance remaining in the SHDF is to be transferred to the State Road Bond and Interest Sinking Fund to pay the interest and principal upon all outstanding state road bonds as they become due. However, this fund is not in use because the State of Missouri has no current road bonds. The balance after making bond payments is transferred to the State Road Fund (Section 226.220, RSMo 1986).

The State Road Fund is to be used for:

1) locating, relocating, establishing, acquiring, reimbursing for, constructing, improving and maintaining state highways;
2) acquiring materials, equipment and buildings; and
3) other purposes and contingencies relating and appertaining to the construction and maintenance of highways.

SHDF FY87 EXPENDITURES

The Oversight survey of state agencies requested expenditure data for FY87. Because the request was near the end of the fiscal year, some agencies' responses are estimates.

Total expenditures including transfers from the SHDF in FY87 were $315.6 million as shown on Table 2. Illustration 2 shows the flow of revenues received and funds expended for FY87. This includes $149 million in transfer to the State Road Fund. Department of Highways and Transportation (DHT) expenditures for administration totaled $49.6 million. For agencies other than DHT, expenditures totaled $107.8 million. Transfers are made from both the SHDF and the State Road Fund for O.A.S.I. contributions, state retirement, State Legal Expenses, and the Aviation Trust Fund. Transfers for these purposes from the SHDF in FY87 were $9.2 million and from the State Road Fund $8.7 million.

The SHDF was charged with $79.6 million in personal services; $24.7 million in expense and equipment; $8.4 million in refunds; $1.1 million in capital improvements; and $42.8 million in fringe benefits. Departments charged the SHDF as follows:

State Auditor	$ 425,043
State Treasurer	287,446
Office of Administration	1,854,439
Agriculture	523,955
Economic Development	2,455,094
Health	94,812
Public Safety	588,031
Highway Patrol	65,966,976
Revenue	35,597,598

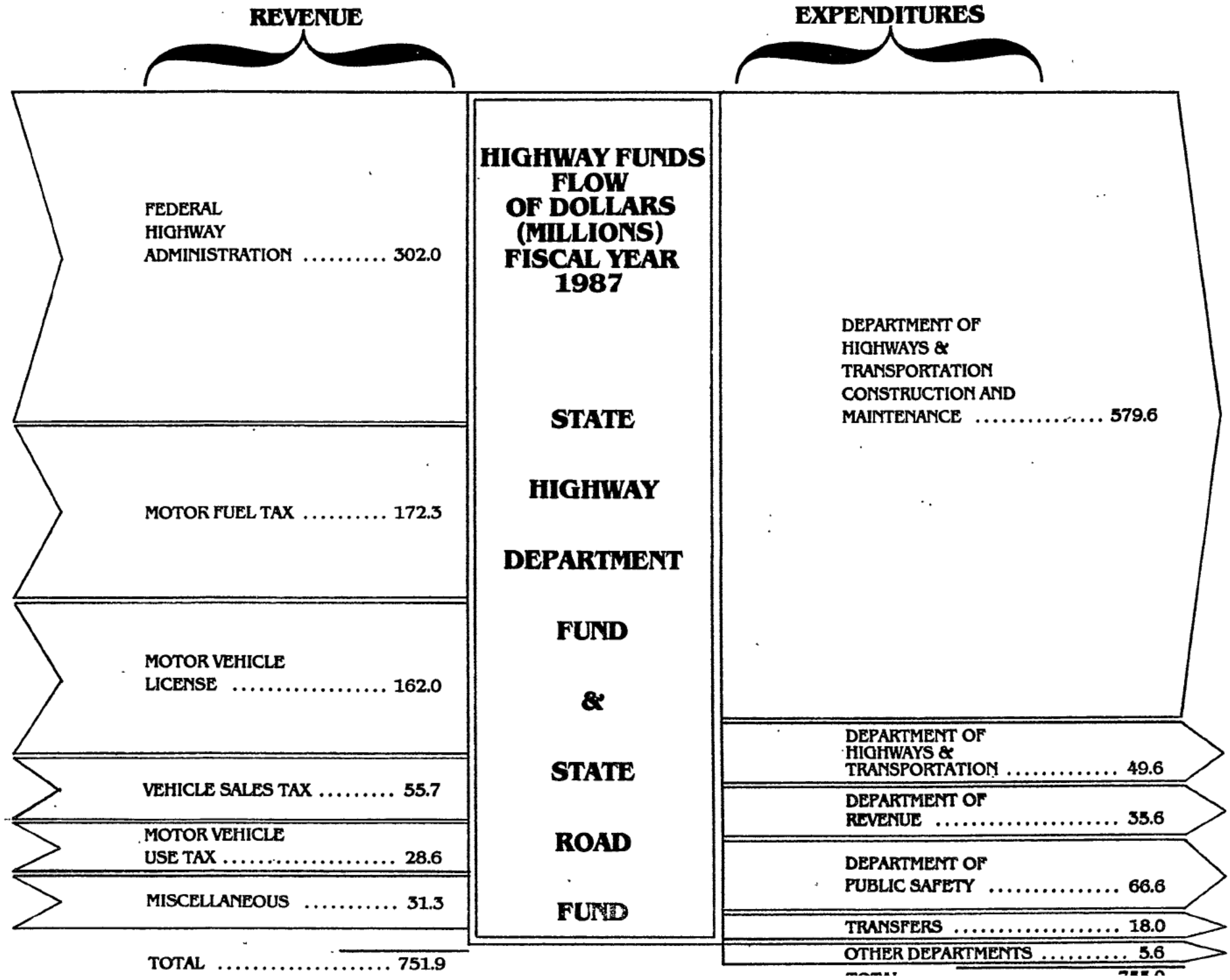
TABLE 2

EXPENDITURES AND TRANSFERS FROM THE STATE HIGHWAY DEPARTMENT AND STATE ROAD FUND FOR FY87
(Dollars)

Department	Personal Services	Expense & Equipment	Refunds	Other	Total
State Highway Department Fund					
State Auditor	402,365	22,678	0	0	425,043
State Treasurer	287,446	0	0	0	287,446
Office of Administration	455,439	626,123	0	772,877[a]	1,854,439
Agriculture	374,791	149,164	0	0	523,955
Economic Development	1,703,497	738,832	12,765	0	2,455,094
Health	73,713	21,099	0	0	94,812
Public Safety	473,673	114,358	0	0	588,031
Highway Patrol	44,793,522	10,211,001	9,547	10,952,906[b]	65,966,976
Revenue	16,004,421	11,204,017	8,389,160	0	35,597,598
TOTAL	64,568,867	23,087,272	8,411,472	67,889,588	107,793,394
Highway & Transportation Administration	15,068,290	1,612,594	0	32,917,436[c]	49,598,320
Transfers[e]					9,215,890[d]
Subtotal					166,607,604
Transfer to Road Fund					148,991,115
Total SHDF Expenditures and Transfers	79,637,157	24,699,866	8,411,472	100,807,024	315,598,719
State Road Fund					
Expenditures	122,080,463	457,553,999	0	0	579,634,462
Transfers					8,744,144
Total State Road Fund	122,080,463	457,553,999	0	0	588,378,606

a. includes reimbursement to Division of Employment Security; utilities, building and ground expenses
b. includes fringe benefits ($10,386,959) and capital improvements ($565,947)
c. includes fringe benefits ($32,394,988) and capital improvements ($522,447)
d. includes State Legal Expense, Retirement Fund, OASDHI Fund, Aviation Trust Fund

ILLUSTRATION 2



HIGHWAY RELATED APPROPRIATIONS

(Third State Building Fund)

Additional money is spent on State highways through the Third State Building Fund. Appropriations for FY87 are shown on Table 3.

Table 3
Third State Building Fund
Highway Related Appropriations

Dates of Appropriation	Amount Authorized 1986 - 1987 Appropriation
1/84 (re-appropriated 1/85, 1/86, 1/87)	$ 11,007
7/84 (re-appropriated 1/86, 1/87)	$ 1,039,848
7/85 (re-appropriated 1/87)	$10,369,267
	$11,420,122

Source: Missouri Department of Highways and Transportation

MISSOURI HIGHWAY SYSTEM

According to the Missouri Constitution, all state revenue derived from highway users as an incident to their use or right to use the highways of the state is to be used for the purpose of constructing and maintaining an adequate system of connected highways.

The Missouri state highway system contains more than 32,000 miles and is the seventh largest system in the nation. Roads in Missouri include:

> Supplementary Highways: a system that collects traffic and funnels it to the primary system, as well as provides a high level of service to adjoining property. This system is commonly known as "farm-to-market" roads. Missouri is comprised of 24,300 miles of supplementary roads.
>
> Primary Highways: a system composed of roads that extend into each county of the state and link the state's population centers. The system also provides both interstate and intrastate travel. The primary highway system consists of approximately 6,800 miles.
>
> Interstate: a system of national highway designed to promote interstate commerce and provide defense access needs. There are approximately 1,150 miles of Interstate highway across Missouri.

TABLE 4
Miles of Missouri Roads by District and Type of Road

District	Number of Miles			
	Interstate	Primary	Secondary	Total
No. 1 - St. Joseph	181	474	2,459	3,114
No. 2 - Macon	0	560	2,314	2,874
No. 3 - Hannibal	0	670	2,209	2,879
No. 4 - Kansas City	208	855	2,663	3,726
No. 5 - Jefferson City	99	657	2,466	3,222
No. 6 - Kirkwood	296	709	2,331	3,336
No. 7 - Joplin	60	727	2,535	3,322
No. 8 - Springfield	141	696	2,361	3,198
No. 9 - Willow Springs	0	835	2,356	3,191
No. 10 - Sikeston	152	659	2,626	3,437
TOTAL	1,137	6,842	24,320	32,299

The Department of Highways and Transportation (DHT) has completed a fifteen year need study to determine what Missouri needs to be doing with its highway system and to determine what it will cost to satisfy those needs. Table 5 shows the Department's estimate of costs which totals $12.4 billion for the fifteen year period. This includes repair of bridges of which 78 percent are deficient according to a report to Congress by the Federal Highway Administration. Revenues from highway use are estimated to be $9.71 billion in state funds and $4 billion in federal funds in the next 15 years, including the new motor fuel tax. Fixed disbursements from the SHDF are estimated to be $7.7 billion. The Department estimates a shortfall of $6.2 billion.

TABLE 5

MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT
FIFTEEN YEAR FINANCIAL ANALYSIS

WITH PROPOSITION A

Fiscal Year	(1) State Income	(1) Total Fixed Disb.	State Funds Avail. for Const.	Est. Federal Aid Avail.	(2) State Funds to Match Fed. Aid	100% State Const.	Const. Needs	Short Fall
1988	547	393	154	230	47	107	575	191
1989	557	407	150	237	49	101	604	217
1990	570	421	149	244	50	99	634	241
1991	581	437	144	251	51	93	666	271
1992	595	453	142	259	53	89	699	298
1993	609	470	139	267	55	84	734	328
1994	621	488	133	275	56	77	771	363
1995	637	508	129	283	58	71	810	398
1996	654	528	126	291	60	66	850	433
1997	670	549	121	300	61	60	892	471
1998	690	571	119	309	63	56	937	509
1999	712	594	118	318	65	53	984	548
2000	732	619	113	328	67	46	1033	592
2001	756	645	111	338	69	42	1085	636
2002	781	672	109	348	71	38	1138	681
Total	9,712	7,755	1,957	4,278	875	1,082	12,412	6,177

(1) Includes fuel tax refunds. (Includes 4 million dollars additional for refunds from additional 4 cent tax.)

(2) Current federal aid allocation funding requires an average match of 17-83 percent.

Original estimate of the cap on expenditures by other state agencies was based on estimated expenditures for fiscal year 1987. This was estimated at 117 million dollars including the fuel tax refund on the original 7 cents per gallon tax.

The actual cap will be based on appropriations for fiscal year 1987. The amount of the cap has not yet been determined but may be as much as 6 million dollars higher than the estimate, effectively lowering the available funds by that amount annually.

Source: Missouri Department of Highways and Transportation

FINDINGS AND RECOMMENDATIONS

FINDING 1. Activities funded with SHDF funds are not necessarily highway related. Some state agencies which use SHDF funds can not show a direct relationship between SHDF expenditures and highway related activities. Therefore, additional monies could be made available for maintenance and construction of state roads. The survey of state agencies receiving SHDF funds found that allocation methods for expending SHDF funds vary among agencies and these methods do not always assign only highway related tasks to the SHDF.

Some agencies budget SHDF funds based on historic budgeting. For example, the State Treasurer's Office bases its request and allocation of SHDF on the ratio of money in highway related funds to money in all funds for which the Treasurer is custodian. The ratio currently used (26%) was determined about ten years ago. Highway related revenues have become a smaller proportion of total state revenues. Of the revenues for which the Treasurer is custodian, approximately 10 percent are highway related. Another agency which allocates expenditures based on past appropriations is the Division of Design and Construction. Traditionally it has been given 2.2 FTE from the SHDF and that is what it continues to receive. This appropriation is not based on highway related activities. The FTE do, however, maintain support services for buildings and agencies in the Capitol Complex, which includes the Highway Building and agencies which are funded from the SHDF.

Other agencies have allocation methods which are not based on highway related activities. The State Auditor's Office (SAO) does not attempt to pay or allocate its individual employee's salaries to the funds they are auditing. Certain persons are assigned to be paid from certain funds. According to the SAO, the Office receives nine percent of its funding from the SHDF while 13 percent of the money it is responsible for auditing is represented by the SHDF. The Highway Patrol Crime Lab is unable to determine the correct ratio of highway and non-highway related cases on which it works. Therefore, it does not allocated funds from the SHDF based on this ratio.

Some agencies simply allocate the money appropriated to them from the SHDF. The Department of Health is appropriated and therefore, able to pay for 1.75 FTE from the SHDF for training and licensing activities. The other employees with similar duties, are paid from General Revenue or Federal Funds. The Division of Administration within the Department of Revenue responded that it allocates a percentage of each person's salary based on the percentage of appropriation for each fund to the total money appropriated.

Some agencies allocate all costs to certain funds. For example, the Highway Patrol does not split salaries. All employees are paid from the fund their duties most clearly relate even though some of an employee's time may be spent on non-highway related activities. All of the Highway Patrol's administrative staff (87 FTE) are paid with SHDF funds even though the Patrol has non-highway related responsibilities. (SHDF represents approximately 89% of total appropriations.) All vehicles purchased by the Patrol are purchased with SHDF or funds from the sale of vehicles.

Allocation of SHDF funds is different within departments. The Department of Revenue - Division of Administration, as

described above, allocates funds based on percentage of appropriation. The Department of Revenue - Division of Taxation and Collection responded that job duties performed are directly related to the funds collected by the Division and expenditures are allocated accordingly.

According to RSMo 226.200, only the cost of the following can be credited to the SHDF:

1. collection of state revenue derived from highway users as an incident to their use or right to use the highways of the state

2. maintaining the state Highways and Transportation Commission

3. maintaining the state Highways and Transportation Department

4. workers' compensation for state Highways and Transportation Department employees

5. retirement program for state employees

6. administering and enforcing any state motor vehicle laws or regulations

Because expenditures of SHDF funds are not tied directly to highway related activities the Oversight staff was unable to determine which of these activities were incorrectly allocated to the SHDF. The result is that an unknown amount of money could be available for road maintenance and construction which is not now available or that additional SHDF money could be needed to cover the costs of other highway related activities.

No specific guidelines exist which direct agencies on how to track and allocate SHDF funds. This is because it is difficult to find a system which will track the funds and be easy to implement. Such a system would consist primarily of keeping time records on personnel activities in those agencies which provide support activities or in those agencies which have non-highway related duties. The system would also need to tie expenses to highway related activities.

RECOMMENDATIONS

1.A. It is recommended that a task force be established which consists of representatives of those agencies who are partially funded with SHDF funds. The task force would look at the various methods used by the agencies to allocate funds and consider potential methods for allocating funds. The task force would make recommendations on how SHDF funds should be tracked and allocated. A more consistent and precise method of allocation would ensure that SHDF funds are being properly used for highway activities. This may free up funds for use in highway maintenance and construction.

FINDING 2. All capital improvement appropriations in FY 87 for the Highway Patrol were funded from the SHDF although the Patrol receives funding from other sources and has non-highway related responsibilities. Therefore, SHDF provided support for non-highway related activities. Non-highway related activities include drug and crime control, Governor's security, criminal record checks, analysis of evidence of crimes and technical services to local governments and other state agencies.

In FY 87, $1,695,600 was appropriated for capital improvements for the Highway Patrol. In total, $78.4 million was appropriated to the Highway Patrol from all funds. The SHDF represents 88.8 percent of this appropriation. Appropriations by fund are are follows:

SHDF	$ 69,643,857	88.8%
General Revenue	4,111,107	5.2%
Motor Veh. Revolving	2,950,000	3.8%
Federal Funds	1,036,213	1.3%
Academy Fund (fees)	365,518	.5%
Air Pollution Control	292,057	.4%

The Patrol has 1804.5 FTE of which 94 percent (1697.5) are paid from the SHDF.

RSMo 226.200 states that the SHDF monies may only be spent for administering and enforcing any state motor vehicle laws or traffic regulations. By paying all capital improvements from the SHDF, the SHDF is providing support for non-highway related activities. If taken on a proportional basis of appropriation, in FY 87 $ 190,120 of capital improvements should have been appropriated from other funds.

The result of not having each fund contribute its share is that monies which by statute should have been available to maintain the roads is not available.

RECOMMENDATION

2.A. The Highway Patrol should review each capital improvement request to determine the funds related to the use of the improvement and request the appropriation accordingly.

FINDING 3. The Division of Motor Vehicle and Drivers Licensing (DMV/DL) of the Department of Revenue collects fees for motor boat and outboard motor decals and marine sales and use tax and deposits these fees into the General Revenue Fund although costs of the collection are charged to SHDF. In FY 87 the Division collected $1,886,227 for motor boat decals and $491,020 in outboard motor decals and $340,454 in sales and use tax. It issued 151,501 marine decals and 117,544 marine titles in FY87.

The DMV/DL (excluding the Branch Offices) is 99 percent funded by the SHDF and the branch offices are totally funded by the SHDF. Two FTE are paid with federal funds for interstate motor carrier responsibilities. As a result, the Division collects motorboat fees which are deposited into General Revenue, but the collection costs are funded by the SHDF.

According to RSMo 226.200, only the collection of state revenue derived from highway users as an incident to their use or right to use the highways of the state can be credited to the SHDF. Licensing of motor boats and outboard motors is not related to highway use.

Because the statutes are not being followed in expending SHDF funds, an unknown amount of money is not available to the state for maintaining and constructing roads. Although small, the cost for issuing marine decals cannot be determined because marine related activities are not separated from other activities.

RECOMMENDATION

3.A. The DMV/DL should determine what amount of time is being spent on the processing of motor boat and outboard motor decals. Funds should be appropriated from General Revenue for this purpose to replace the SHDF funds now being used.

FINDING 4. <u>SHDF monies are used to inspect and certify manufactured homes and modular units which are not built for highway use but are built for habitation or commercial use in a stationary place.</u>

The Manufactured Home Department of the Public Service Commission is totally funded with SHDF monies. According to RSMo 700.010, a function of the Commission is to enforce manufactured home standards on the following:

> "Manufactured home", a factory-built structure or structures which, in the traveling mode, is eight body feet or more in width or forty body feet or more in length, or, when erected on site, contains three hundred twenty or more square feet, equipped with the necessary service connections and made so as to be readily movable as a unit or units on its or their own running gear and designed to be used as a dwelling unit or units with or without a permanent foundation. The phrase "without a permanent foundation indicates that the support system is constructed with the intent that the manufactured home placed thereon may be moved from time to time at the convenience of the owner.
>
> "Modular unit", a factory-fabricated transportable building unit designed to be used by itself or to be incorporated with similar units at a building site into a modular structure to be used for residential, commercial, educational or industrial purposes.
>
> "Recreational vehicle", a vehicular unit mounted on wheels, designed to provide temporary living quarter for recreational, camping or travel use and of such size or weight as not to require special highway movement permits when drawn by a motorized vehicle, and with a living area of less than three hundred twenty square feet, including built-in equipment (such as wardrobes, closets, kitchen units or fixtures) and bath and toilet rooms.

The amount of money appropriated to the Commission in FY 87 was $196,540. Activities of the Commission are not separated by inspection of vehicles which use the highways such as recreational vehicles and units which are not vehicles but will occasionally be towed from one place to

another such as manufactured homes. The definition of a modular unit does not include mobility on the highway as criteria.

Fees are collected for inspections which are deposited in the SHDF. Total revenues in FY 87 were $ 229,878 as follows:

Recreation Vehicle Seals	$ 73,520
Modular Home Seals	11,660
Dealer Registration	14,600
Manufacturer Registration	41,000
Plan Approvals	31,750
Postage Assessment	385
Units (federal reimbursement)	56,964
	$229,878

RECOMMENDATION

4.A. The Department's revenues are higher than expenditures resulting in a net contribution to the SHDF. Although revenues to the SHDF cover the costs of the Commission, the General Assembly should review this particular activity in terms of the appropriate use of SHDF funds. A recommendation is that a special fund be legislated to receive the above described revenues and to support this particular activity.

FINDING: 5. The SHDF has not always been reimbursed for costs of programs which are charged to the SHDF and for which there are fee revenues.

The Department of Health trains, tests and licenses ambulances and ambulance operators. A small portion of this work (1.75 FTE) is paid with SHDF monies. In FY 87, the Department collected $7,215 in fees for licensing. These fees were deposited in General Revenue.

In all, there are six EMS Technician I's which train and test ambulance operators. These Technicians are paid from three separate funds - SHDF, Federal Funds, General Revenue. Only General Revenue is reimbursed by fee revenue.

Licensing ambulance operators and ambulances, apparently, has been designated as a highway related activity in order for the Bureau of Emergency Services to receive SHDF monies. It is assumed that this would fall under that part of RSMo 226.200 which allows SHDF funds to be expended for "administering and enforcing any motor vehicle laws or traffic regulations". Highway related revenues such as these should be deposited in the SHDF.

In a performance audit of the Division of Weights and Measures, the Oversight Division found that the Division of Weights and Measures collects fees to cover the cost of administering a program which is funded by the SHDF. The program is for fuel inspection. The fees are deposited in General Revenue but the majority of costs are charged to the SHDF. Due to passage of CCS HCS SCS SB 249 in the first session of the 84th General Assembly, after January 1, 1988, these fees will be deposited into the Petroleum Inspection Fee Fund. However, all appropriations for this activity for FY 1987 will have become part of the "CAP". The program will then be supported by the Petroleum Inspection Fee Fund.

(See Petroleum Inspection Fee Audit, 1986, Oversight Division and reference CCS HCS SCS SB 249 this past session.)

RECOMMENDATION

5.A. It is recommended that the General Assembly establish a policy which would require any revenues collected for an activity which is supported by the SHDF be deposited in the SHDF. The amount reimbursed should represent the share of costs which the SHDF is contributing.

FINDING 6. The Division of Motor Vehicle and Drivers Licensing (DMV/DL) of the Department of Revenue collects sales taxes on motor vehicles. One-half of these taxes are deposited to either the General Revenue or the School District Trust Fund although costs of the collection are charged to SHDF. In FY 87 the Division collected approximately $56.4 million for general revenue and $18.8 million for school districts.

The DMV/DL (excluding the Branch Offices) is 99 percent funded by the SHDF and the branch offices are totally funded by the SHDF. Two FTE are paid with federal funds for interstate motor carrier responsibilities. As a result, the Division collects motor vehicle sales taxes which are deposited into the General Revenue and School District Trust Funds, but the collection costs are funded by the SHDF.

The distribution of motor vehicle sales tax is specified in Article IV, Section 30(b)2 of the Missouri Constitution.

RECOMMENDATION

6.A. The DMV/DL should determine what amount of time is being spent on the processing of motor vehicle sales taxes. Funds should be appropriated from General Revenue for one-half of this purpose to replace the SHDF funds now being used.

FINDING 7. The SHDF is charged for the enforcement of traffic laws while the fines collected due to enforcement are distributed to schools.

Article IX, Section 7 of the Missouri Constitution states that "All ... forfeitures and fines collected ... for any breach of the penal laws of the state, ... shall be distributed annually to the schools of the several counties according to law.".

Total fines assessed from citations by the Missouri Highway Patrol during fiscal year 1987 were $9,614,936:

Speeding:	$4,915,180
Overweight:	1,556,475
Oversize:	25,184
Other:	3,118,097
TOTAL	$9,614,936

FINDING: 8. Monies collected incident to highway use and deposited into the Department of Revenue Information Fund have not as yet been transferred into the State Highway Department Fund for the past biennium as provided by law. Further, any interest earned by highway money in this fund is deposited into General Revenue in accordance with Section 30.240 RSMo and not the SHDF.

RSMo 32.067 created the Department of Revenue Information Fund. Monies received by the Department of Revenue for the dissemination of information and publications to individuals, businesses, federal, state and local governments are to be deposited into the Fund. This includes driver's record check fees. Monies derived from highway users as an incident to the use of highways and deposited in the fund less disbursements made to produce these monies are to be transferred to the SHDF at the end of each fiscal year.

According to the State Treasurer's Office, the law regarding the transfer of monies from the Department of Revenue Information Fund to the SHDF is vague and requires making certain assumptions.

1. It appears the intent is to make the transfer to the State Highway Department Fund prior to the lapse at the end of the biennium, so the Treasurer will treat the transfer (if any) as an obligation from the completed fiscal year when calculating the required lapse.

2. There must be a limit to the time that a transfer can be requested, in order for the biennium lapse to proceed. As the lapse is normally processed in January, the Treasurer will honor a transfer request submitted prior to January 1 following the end of the biennium.

3. The law provides that the transfer be calculated "at the end of each state fiscal year after August 13, 1986." The Treasurer interprets this to mean that the law applies only to fiscal years ending following August 13, 1986. Thus, FY87 would be the first fiscal year subject to a transfer.

As of September 25, 1987, the Department of Reveunue had not delivered to the State Treasurer information on the amount of money to be transferred to the SHDF. The State Treasurer assumes that all money will lapse and be transferred to the General Revenue Fund for the past biennium unless such a letter of transfer is received by them. According to the Department of Revenue the amount which would be transferred to the SHDF for FY86 and FY87 is $2,568,310.

In addition, interest earned by the Department of Revenue Information Fund is not deposited into the Information Fund or the SHDF. As provided by law (section 30.240, RSMo), this interest is deposited into the General Revenue Fund. Statutes do not direct the State Treasurer to deposit the interest revenue in any particular fund. The amount of interest which could be tied to highway related revenues has not been calculated.

As a result, the SHDF is not receiving monies which are related to highway use. Article IV, Section 30(b) of the Missouri Constitution requires that all state revenue derived from highway users as an incident to their use or right to use the highways of the state are to be deposited into the SHDF. The Department of Highways and Tranportation contends that the deposit of these revenues in the Information Fund and the lack of interest revenue to the SHDF is "of doubtful validity" and "questionable".

RECOMMENDATION

8.A. The General Assembly may wish to consider revising the statutes to provide that the interest revenue derived from the highway-related activities money being held in the Department of Revenue Information Fund be deposited into the Information Fund for inclusion with the amount earned on highway-related activities to be transferred to the SHDF.

8.B. The General Assembly should review RSMo 32.067 in terms of the requirements of Article IV, Section 30(b) of the Constitution and determine if the use of the Department of Revenue Information Fund for highway related activities is valid and make changes as appropriate.

8.C. The Department of Revenue should exercise its responsibility in directing the Treasurer to transfer funds to the SHDF prior to funds being lapsed to General Revenue.

FINDING 9. The State Constitution and the State Statutes do not provide specific uses for monies from the SHDF. Because of this, attempts have been made to appropriate and expend SHDF funds for activities which are only preferably related to the maintenance and construction of state roads or enforcement of traffic regulations.

Use of state highway funds is enumerated in Section 30(b) of Article IV of the Missouri Constitution. There it is stated the particular purposes for which these funds may be used. Generally the purposes are these:

1) Cost of collecting such funds;

2) Cost "of maintaining the highway related activities of the highways and transportation commission and department including workers' compensation and retirement programs";

3) Cost "of administering and enforcing any state motor vehicle laws or traffic regulations";

4) "Payment of principal and interest on any outstanding state road bonds";

5) Reimbursement to counties and political subdivisions the cost of roads and bridges taken over by the state; and

6) Acquisition, construction and maintenance of state highways, bridges and tunnels.

Several court cases (See Illustration 3) and attorney general opinions have addressed questions of whether

Illustration 3

COURT CASES

Over the past years, some court decisions have been handed down to simplify the proper use of funds in the State Highway Department Fund. The courts' decisions have help to reduce the amount of abusive expenditures made from the State Highway Department Fund. One such case was the Pohl v. State Highway Commission, 431 SW2d 991 (Mo banc 1968). The case involved the use of a toll road and whether or not a toll road is part of the state highway system. The court found that the toll road is not part of the state highway system; therefore, no state road funds may be used to pay off obligations of the toll road, including outstanding revenue bonds.

Another court case was Mo. State Highway and Transportation Commission v. Mo. Director of Revenue, 672 SW2d 953 (Mo banc 1984). The main issue involved was whether revenue derived secondarily from highway users should be deposited into the state road funds. The Department of Revenue made copies of motor vehicle and driving records, then deposited the funds into a different fund besides the State Highway Department Fund. The court found that all revenue derived initially from highway users should be deposited into the state road funds.

Another case similar to the last case was Mo. State Highway Commission v. Spainhower, State Treasurer, 504 SW2d 121 (Mo. 1973). The issue involved was the interest from the State Road Fund which was credited into the General Revenue Fund. The court found that the interest should be credited to the State Road Fund because the revenue was derived initially from highway users.

particular uses of state highway funds are proper. Improper uses of state highway funds according to these cases and opinions are as follows. State highway funds are not to be used for:

1) Surveys and tests for the establishment of an airport in the Lake of the Ozarks State Park because the funds may be used only for purposes specifically mentioned in Section 30(b) of Article IV of the Constitution and public facilities for aircraft are not mentioned, only highways, bridges and tunnels. Attorney General Opinion No. 224, Walsh, 4/26/67.

2) Drivers education courses because the funds may be used for purposes specifically mentioned in Section 30(b) of Article IV of the Constitution and drivers education courses are not mentioned. Attorney General Opinion No. 85, Lang, 6/7/74.

3) A building and an automobile to be used by nonhighway related departments of the Department of Public Safety because the funds may be used for purposes specifically mentioned in Section 30(b) of Article IV of the Constitution and use of a facility and automobile paid for and maintained out of the fund for purposes mentioned may not also be used for purposes not mentioned. Attorney General Opinion No. 19, Wilson, 6/16/80.

4) Rental payments for a toll road that would not become part of the state highway system until the highway commission elects to take it over after bonds issued for its construction have been paid in full because the funds may be used for purposes specifically mentioned in Section 30(b) of Article IV of the Constitution and toll roads not owned by the state are not mentioned, only the state highway system. Joseph L. Pohl, Contractor vs. State Highway Commission, 431 S.W. 2d 99 (Mo. Banc 1968).

5) Paying administrative costs incurred by the commission in regulating the outdoor advertising industry as required by statute because the funds may be used for purposes specifically mentioned in Section 30(b) of Article IV of the Constitution and billboard regulation is not a purpose stated by this provision. Attorney General Opinion No. 23, Graham, 2/1/72.

6) Paying unemployment compensation to highway employees because Section 30(b) of Article IV of the Constitution, as then worded, does not specifically mention unemployment compensation. Note: This decision may no longer be valid since the wording of the section has changed since the decision and the manner in which the section is now written may be read as including unemployment compensation as an expense of maintaining the highway commission and department. Before, the section listed only workmens' compensation and retirement programs as authorized expenditures from the fund and since unemployment compensation was of like nature and not listed, it was the opinion of the attorney general that highway funds could not be used for that purpose. Now, the section is written in a manner where unemployment compensation is not excluded but included in a category that also includes workers' compensation and retirement programs--items that are listed but not exclusively so. Attorney General Opinion No. 70, Pentland, 5/1/59.

7) Diversion to general revenue fund. In this case the state treasurer attempted to divert interest money earned on invested state highway funds to the general revenue. This was ruled improper by the Supreme Court because Section 30(b) of Article IV clearly enumerated the uses for which highway funds may be used and diversion to general revenue fund was not listed as a proper use of the fund.

State highway funds have been opined to have been properly used in the following case:

1) To pay the expenses of the members of the commission to attend a conference related to the duties of their office. In this opinion the operative word was "maintain" which was defined as "to bear the expense of; to support, to keep up; to supply with what is needed". It was opined that members of the commission needed to attend conferences to be effective and fully carry out the duties of their office.

Several conclusions may be reached concerning the proper use of highway funds as determined by the attorney general and the supreme court.

1) Any expense paid for by highway funds must be justified by reference to one of the six purposes outlined in Section 30(b) of Article IV of the Constitution and listed above. If an expense cannot be justified by reference to one of these purposes it is not a legitimate use of highway funds.

2) If the basis for using the funds is to maintain the commission or department then the specific purpose for which they are used must be justified as necessary for keeping the commission or department operating effectively. Any expense which is justified on this ground but is not necessary for effective operation of the department or commission is not a proper use of highway funds. Workers' compensation, retirement programs and the like (which probably includes unemployment compensation) are justified since these are mentioned in the section.

3) No opinion has been stated as to what may be considered an expense reasonably justified by reference to the purpose of "administering and enforcing any state motor vehicle laws or traffic regulations". Probably a narrow reading would be given to that part of the section since a narrow reading has been given to the whole section. This means that any expense justified on this ground would have to have some connection or nexus to the administration and enforcement of state motor vehicle laws or traffic regulations. Any expense justified on this ground but having to do, say, with the administration and enforcement of the criminal code would not be a proper use of highway funds.

RECOMMENDATION

9.A. The General Assembly may wish to consider establishing more specific uses of SHDF funds through statute changes or by offering a more specific set of uses to the voters through resolution. The resolution could be written to exclude all activities except those listed.

SURVEY RESULTS OF AGENCIES WHO RECEIVE HIGHWAY FUNDS

TRANSFERS FROM SHDF

Accounting transfers are made from the SHDF for the purpose of covering certain fringe benefits including retirement and federal O.A.S.I. contributions. By statute (RSMo 142.234) certain funds are transferred to the Aviation Trust Fund. This transfer represents the difference between the amount of aviation fuel tax revenue collected during the preceding fiscal year and the amount of refunds paid to those using motor fuel in aircrafts. RSMo 105.716 requires the DHT to reimburse the Legal Expense Fund for payment against any claims made against the Department. This is accomplished through trust monies not used in the administration of the HTD, collection of fees and taxes or maintaining the safety of the highways is transferred to the State Road Fund for construction and maintenance of highways.

Transfers From the State
Highway Department Fund
(FY 1987)

Fund	Amount
State Road Fund	$148,991,115
State Legal Expense Fund	284,845
State Retirement Fund	3,160,093
O.A.S.I.	5,644,349
Aviation Trust Fund	126,603
	$158,207,006

Source: Office of Administration; Division of Accounting

STATE AUDITOR

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

STATE AUDITOR

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
0085	Personal Services	$ 402,365	N/A	$ 402,365	15	150
0088	Expense & Equipment	$ 22,678	N/A	$ 22,678	N/A	N/A
TOTAL		$ 425,043		$ 425,043	15	

State Auditor's Office
Highway Funded Expenses

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Travel & Vehicle Expense	$ 22,257
Office & Communication Expense	44
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	
Physical Plant Expense	
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	
Other Expense	6
Other Equipment Purchase & Repair	
Data Processing Expense & Equipment	371
TOTAL EXPENSE	$ 22,678

STATE AUDITOR'S OFFICE

Appropriation Description:	Personal Service;	Expense & Equipment
Appropriation Amount:	$ 402,365;	$ 22,678
FY87 Expenditure:	$ 402,365;	$ 22,678

Appropriation Purpose:

The State Auditor's Office (SAO) audits all state agencies, boards, commissions and the state's third and fourth-class counties. The office uses SHDF monies to audit state agencies that are appropriated SHDF money such as the Department of Revenue and the State Highway Patrol. Positions funded by the appropriation include audit managers, senior auditors, semi-auditors and audit assistants.

The State Auditor's Office uses these positions in the total audit work done in "highway-related" audits. Yet, the office does not attempt to pay or allocate its individual employees' salaries to the funds being "audited" for a particular month. The SAO randomly assigns certain persons to be paid from each appropriation.

The State Auditor's Office uses the expense and equipment appropriation to fund travel and vehicle expense of the personnel. The SAO randomly charges the appropriation for the travel expense and is not specifically charged to a certain audit.

Agency's Appropriation Justification:

THE SAO has traditionally been partially funded with SHDF money. The appropriation is to provide a source of funding for audits related to the SHDF.

Fees Collected:

Fees	Fund
Petition audit fees	General Revenue Fund
Audit fees for audit of federal funds	State Auditor - Federal

Highway-Funded Positions

Position Title	# of FTE	Duties
Audit Manager	2	Overall responsibility for several audits
Senior Auditor	3	Auditor in-charge
Semi-Auditor	3	More complicated audit work, sometimes in-charge auditor
Audit Assistant	7	Routine, detail audit work

STATE TREASURER

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

STATE TREASURER

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
0090	Personal Services	$ 287,446	N/A	$ 287,398	12	33
TOTAL		$ 287,446		$ 287,398	12	

STATE TREASURER

Appropriation Description: Personal Service;
Appropriation Amount: $ 287,446;
FY87 Expenditure: $ 287,446;

Appropriation Purpose:

The State Treasurer's office duties include being custodian of all state funds, determining the amount of state money not needed for current operating expenses and investing such money not needed currently into time deposits in Missouri banking institutions. The Treasurer's office is essentially running a banking operation. The appropriation request for personal services is to fund a portion of the activities mentioned above.

Traditionally, the appropriation amount funded by the SHDF has been twenty-five to twenty-seven percent of the office's total operating expenses. This percentage basis was determined years ago by the State Treasurer. The cash balance or receipts of state "highway-related" funds compared to total state funds were the determinant basis. The following list comprises the state "highway-related" funds that was developed by the State Treasurer's office:

1) State Road Fund
2) State Highway Department Fund
3) Railroad Expense Fund
4) Motor Fuel Tax Fund
5) State Transportation Fund
6) Aviation Trust Fund
7) Grade Crossing Fund
8) Department of Transportation - Federal
9) Third State Building (20%)
10) Third State Building Trust (20%)
11) Third State Building Bond & Interest Sinking Fund (20%)
12) Department of Public Safety - Highway Safety
13) Highway Patrol Academy
14) Highway Patrol Motor Vehicle Revolving Fund
15) Highway Reciprocity Fund

The twenty percent of Third State Building Fund refers back to the Missouri Constitution Article III Section 37(2).

Agency's Appropriation Justification:

The Treasurer's response to this survey question was that a portion of all the duties and responsibilities of the office is on "highway-related" activity. The activities related to these type funds are a part of the total state funds portfolio.

Fees Collected:

The Treasurer's office collects several fees which are deposited into various funds as follows:

Fee	Deposited Fund
Prosecuting Attorney Fees	Prosecuting Attorneys Fund
County Officers Training Fees	County Officers Compensation Fund
Criminal Forfeiture and Restitution Fees	General Revenue Fund

Highway-Funded Positions

Position Title	# of FTE	Duties
Special Assistant to Treasurer	1	Administrative
Bank Investments Officer	2	Investments
Fiscal/Accounts Officer	1	Fiscal and Accounting
Disbursement Machine Operator	1	Signs and distributes checks
Disbursement Supervisor	1	Check Tracking & Reconciliation
Accounts Supervisor	3	Fund, Revenue & Bank Accounting
Project Specialist	1	Administrative & Data Processing
Record Room Supervisor	1	Files and Retrieves Checks
Information Officer	1	Reports on Activities

OFFICE OF ADMINISTRATION

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

OFFICE OF ADMINISTRATION

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
0155	Personal Services	$ 34,276	Accounting	$ 34,276	2.6	86
0158	Expense & Equipment	$ 3,800	Accounting	$ 3,800	N/A	N/A
2241	Reimbursement to E.S.	$ 198,000 E	Accounting	$ 34,387	N/A	N/A
0166	Personal Service	$ 359,516	Data Processing	$ 359,516	16	153
0170	Expense & Equipment	$ 620,312	Data Processing	$ 620,312	N/A	N/A
0172	Personal Service	$ 37,097	Design & Construction	$ 37,087	2.2	142
5496	Building & Ground Exp.	$ 91,941	Design & Construction	$ 91,941	N/A	N/A
7342	Fuel & Utilities	$ 41,450	Design & Construction	$ 41,450	N/A	N/A
4546	Building & Ground Exp.	$ 86,281	Board of Public Bldgs.	$ 86,281	N/A	N/A
5499	Building & Ground Exp.	$ 475,886	Board of Public Bldgs.	$ 475,886	N/A	N/A
5639	Building & Ground Exp.	$ 6,095	Board of Public Bldgs.	$ 6,095	N/A	N/A
0191	Personal Service	$ 24,815	Purchasing	$ 24,795	1	51.45
0195	Expense & Equipment	$ 2,011	Purchasing	$ 2,011	N/A	N/A
TOTAL		$1,981,480		$1,854,439	21.8	

Office of Administration
Highway Funded Expense and Equipment

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Division of Accounting	
Travel & Vehicle Expense	
Office & Communication Expense	
Office & Comm. Equip. Purhcase & Repair	
Fuel and Utilities	
Physical Plant Expense	
Physical Plant Equip. Purhcase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	
Other Expense	$ 3,800
Other Equipment Purchase and Repair	
TOTAL EXPENSE	$ 3,800
Division of Data Processing	
Travel & Vehicle Expense	$ 138.65
Office & Communication Expense	21.23
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	
Physical Plant Expense	
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	
Other Expense	$ 620,152.12
Other Equipment Purchase and Repair	
TOTAL EXPENSE	$ 620,312.00
Division of Purchasing	
Travel & Vehicle Expense	
Office & Communication Expense	$ 2,011
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	
Physical Plant Expense	
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Other Expense	
Other Equipment Purchase and Repair	
TOTAL EXPENSE	$ 2,011

OFFICE OF ADMINISTRATION

Division of Accounting

Appropriation Description:	Personal Service;	Expense & Equipment
Appropriation Amount:	$ 34,276;	$ 3,800
FY87 Expenditure:	$ 34,276;	$ 3,800

Appropriation Purpose:

The Division of Accounting is responsible for the statewide accounting and payroll systems. The division performs pre-audit examination of all requests for payments and ensures that all such requests are proper; and administers the social security coverage for all state employees. Therefore, the main purpose of the appropriation is to fund personal service costs associated with the central processing of the payroll and operating expenses of the Highway Department.

The expense and equipment appropriation is to fund costs associated with computer charges for processing Highway and Transportation Department's payrolls and expenditures. No purchases of over $2,000 were made.

The number of Account Clerks I, 2.6 FTE, appropriated to the SHDF was determined years ago with the only change in appropriation being due to the cost of living.

Agency's Appropriation Justification:

The Division of Accounting's response was that the State Highway Department receives central payroll and accounting services from the division.

Fees Collected:

None.

Highway-Funded Positions

Position Title	# of FTE	Duties
Account Clerk I	2.6	Central payroll and expense processing

OFFICE OF ADMINISTRATION

Division of Accounting

Appropriation Description:	Reimbursement to Division of Employment Security
Appropriation Amount:	$ 198,000 E
FY87 Expenditure:	$ 34,387

Appropriation Purpose:

Each quarter, the Division of Employment Security sends a Quarterly Benefit Statement which lists former Missouri employees who were paid unemployment benefits. The Division of Accounting administers the appropriation from which the State of Missouri reimburses the Division of Employment Security for unemployment claims paid.

The state agency that employed the individual sends a certification of which fund is to be allocated the claim. The agency looks at the original payroll acquisition form when the individual was employed. From the form, the agencies determine which fund should be charged. The reimbursements are made from the SHDF for those benefits paid to former employees whose salaries were paid from the SHDF including non-Highway Department employees.

Agency's Appropriation Justification:

To reimburse for charges to the unemployment compensation fund for unemployment benefits paid to former state employees. Reimbursements are made from the SHDF only for those benefits paid to former employees whose salaries were paid from the SHDF.

Fees Collected:

None.

OFFICE OF ADMINISTRATION

Division of Data Processing & Telecommunications

Appropriation Description:	Personal Service;	Expense & Equipment
Appropriation Amount:	$ 359,516;	$ 620,312
FY87 Expenditure	$ 359,516;	$ 620,312

Appropriation Purpose:

The Division of Data Processing and Telecommunication provides services which include the operation of a centralized computer facility; a data processing education center; systems development services and operation of the state telephone switchboard and associated communication network. The division provides this data processing and telephone services to support certain agencies within the Department of Revenue and Department of Public Safety.

The SHDF money was transferred to the division when the Department of Revenue's computer system was merged with the State Data Center. SHDF money was appropriated to the Division of Data Processing for use of the system by the Department of Revenue and Public Safety. The expense is based on a computer usage by each department. The SHDF money is used by the State Data Center to cover costs of the Division of Data Processing that are "highway-related".

The data processing hardware and software leased or purchased for the State Data Center are paid partially from the SHDF. Therefore, information on purchases over $2,000 was not provided by the Division.

Agency's Appropriation Justification:

The Division of Data Processing's response was that it provides data processing and telephone services to the

Department of Revenue - Motor Vehicle and Department of Public Safety - Law Enforcement.

Fees Collected:
The Division of Data Processing sends interagency billings to cover costs of the State Data Center. Credits are issued to those agencies from which funding was transferred to the Data Center. The additional costs are funded by agencies' expense and equipment appropriations and are deposited into the Administration Revolving Trust Fund.

Highway-Funded Positions

Position Title	# of FTE	Duties
Clerk Steno	0.25	Prepares correspondence for the State Data Center's staff
Equipment Operator	0.33	Operates the various data processing machines other than CPUs
Switchboard Operator	1.00	Handles data processing related telephone calls
Data Entry Operator	1.92	Key enters source documents for the various automated systems
Data Entry Supervisor	0.99	Supervises the Data Entry Operators
Data Processing Librarian	0.25	Maintains the magnetic tape library in the State Data Center
Data Control Clerk	0.92	Receives source documents from the agency & distributes the various reports
Computer Operator	4.89	Operates the computer central processing units, printers & other peripheral devices
Operations Supervisor	0.66	Supervises the overall day-to-day computer operations of the State Data Center
Programmer	0.65	Responsible for the development and maintenance of the computer programs. Required to instruct the central processing units on the operational system
Technical Support Supervisor	0.66	Responsible for the review, purchase, and on-going support of software products installed on the State Data Center's computers
Systems Programmer	2.41	Responsible for the on-going maintenance of the operating systems for the computers
Technical Support Manager	0.33	Manages the Technical Support Supervisors and their activities
Data Processing Specialist II	0.33	Manages the Data Entry Operation, RJE, coordinates the budget and Cost Allocation Plan
Assistant Director	0.08	Responsible for the overall operation of the State Data Center
Database Administrator	0.33	Coordinates all database activities for the State Data Center

OFFICE OF ADMINISTRATION

Division of Design and Construction

Appropriation Description: Personal Service

Appropriation Amount: $ 37,097

FY87 Expenditure: $ 37,087

Appropriation Purpose:

The Personal Service appropriation is for employees who work in the Environmental Control Building. The building controls the central air for air conditioning and also the steam for the entire Capitol Complex. The Capitol Complex is comprised of the Capitol, Governor's Mansion, Highway Building, etc.

Traditionally, the Division is appropriated 2.2 FTE. These FTE are not specifically tied to highway-related activities. The FTE do, however, maintain support services for buildings and agencies in the Capitol Complex, which includes the Highway Building and agencies which are funded from the SHDF.

Agency's Appropriation Justification:

The Division's response was that the appropriation funds costs in lieu of providing metered services to the Highway Department. The two individuals are best suited to be funded by the SHDF as one works throughout the Capitol Complex and one works primarily with chilled water plants.

Fees Collected:

None.

Highway-Funded Positions

Position Title	# of FTE	Duties
Plant Maintenance Engineer III	1	Supervise maintenance personnel
Maintenance Man II	1	Monitors steam pressures and machines the produce chilled water in Environmental Control Building

OFFICE OF ADMINISTRATION

Division of Design and Construction

Appropriation Description:	Building and Ground Expenses; Fuel and Utilities for Capitol Complex	
Appropriation Amount:	$ 91,941;	$ 41,450
FY87 Expenditure:	$ 91,941;	$ 41,450

Appropriation Purposes:

The Building and Ground Expense appropriation funds rental space in the Jefferson City area. The rental space paid by this appropriation is occupied by the Department of Revenue, Local Drivers Licenses and Motor Vehicle Title Office. The appropriation amount includes rental charges, utilities and janitorial/trash removal.

The appropriation for fuel and utilities was discontinued due to a gubernatorial veto in FY 1988.

Agency's Appropriation Justification:

The Division's response was that those costs are due to the collection of revenue derived from highway-users.

Fees Collected:

None.

OFFICE OF ADMINISTRATION

Board of Public Buildings

Appropriation Description:	Building & Ground Expenses - at Truman Building; Springfield; Wainwright Building		
Appropriation Amount:	$ 475,886;	$ 86,281;	$ 6,095
FY87 Expenditure:	$ 475,886;	$ 86,281;	$ 6,095

Appropriation Purpose:

The purpose of the request is to pay for a portion of the operational expenses of the buildings. The operational expenses include rent, utilities and janitorial duties. The basis for determining what portion of the expenses are charged to the SHDF is the percentage of square feet an agency occupies in the building. The total building rent was proportioned according to the square feet of every agency occupying the building. Within the agency, the agency rent is split-up based on the personal services appropriation from each fund.

Agency's Appropriation Justification:

According to Section 8.390 RSMo, all funds used to finance any departments located within the building may be charged a fair share of the operating expenses.

Fees Collected:

None.

OFFICE OF ADMINISTRATION

Division of Purchasing

Appropriation Description:	Personal Service;	
	Expense and Equipment	
Appropriation Amount:	$ 24,815;	$ 2,011
FY87 Expenditure:	$ 24,795;	$ 2,011

Appropriation Purpose:

The Division of Purchasing is responsible for the procurement of all state requirements of supplies, services, professional services, insurance and equipment except those exempted by law. This appropriation funds a portion of the expenses of purchasing goods and services. The Division of Purchasing purchases goods and services for the State Auditor, State Treasurer, Office of Administration, Department of Agriculture, Department of Economic Development, Department of Health, Department of Public Safety and Department of Revenue, all which receive SHDF money.

These appropriations cover a portion of personal service and overall printing costs. No certain position is assigned to the SHDF. All of the staff have some duties affecting the SHDF. Distribution of SHDF funds for personal service costs is estimated based on the activity involvement of an employee with a specific agency.

Agency's Appropriation Justification:

Many state agencies that receive SHDF money purchase their goods and services through the Division of Purchasing. The Division of Purchasing's response to the justification question was that the General Fund account should not subsidize the costs related to the acquisition of goods and services for the other state funds.

Fees Collected:

None.

Highway-Funded Positions

Position Title	Approximate # of FTE	Duties
Chief of Procurement	0.08	Manage Commodities Buying Section
Purchasing Manager	0.16	Supervise buyers and purchasing commodities
Buyers	0.48	Purchasing commodities
Buyer Typists	0.40	Type purchasing documents

Purchases

Purchase Item	Amount	Use or Purpose
State Printing	$ 2,011	Printing purchasing documents

DEPARTMENT OF AGRICULTURE

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

DEPARTMENT OF AGRICULTURE

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
0261	Personal Services	$ 377,038	Weights & Measures	$ 374,791	22	72
0264	Expense & Equipment	$ 128,416	Weights & Measures	$ 122,421 E	N/A	N/A
5292	Replacement Vehicles	$ 26,820	Weights & Measures	$ 26,743	N/A	N/A
TOTAL		$ 532,274		$ 523,955	22	

Department of Agriculture
Highway Funded Expenses

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Division of Weights and Measures	
Travel & Vehicle Expense	$ 67,743.52
Office & Communication Expense	24,313.10
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	878.80
Physical Plant Expense	7,396.82
Physical Plant Equip. Purchase & Repair	11,533.87
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	949.08
Other Expense	1,562.18
Other Equipment Purchase and Repair	
Transportation Equipment Purchase	8,044.02
TOTAL EXPENSE	$122,421.39*

*June's expenditures are estimated.

Replacement Vehicles	
Travel & Vehicle Expense	
Office & Communication Expense	
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	
Physical Plant Expense	
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	
Other Expense	
Other Equipment Purchase and Repair (Transportation Equipment Purchase)	$26,742.81
TOTAL EXPENSE	$26,742.81

DEPARTMENT OF AGRICULTURE

Division of Weights & Measures

Appropriation Description:	Personal Service;	Expense and Equipment
Appropriation Amount:	$ 377,038;	$ 128,416
FY87 Expenditure:	$ 374,791;	$ 122,421 E

Appropriation Purpose:

The Division of Weights and Measure's main responsibility is to maintain surveillance of commercial weighing and measuring devices, and to ensure that the measuring practices of buyer and seller will provide accuracy and fair dealing in the exchange of goods and services. The Division is divided into three programs:

1) Petroleum/Propane/Anhydrous Ammonia Program
2) Scale/Egg/Milk Program
3) Petroleum Lab/Moisture Meter Program

The three programs work together to form the Division of Weights and Measures.

The Personal Services appropriation is to fund personnel that work in the Petroleum/Propane/Anhydrous Program of the division and a portion in the Petroleum Lab. The individual personnel do specific duties concerning accuracy of all retail gasoline pumps and safety of these pumps. The Expense and Equipment appropriation provides operating expenses to administer these programs.

Agency's Appropriation Justification:

The Division of Weights & Measure's response was that the program ensures the accuracy of motor fuel measuring devices as well as ensuring product quality. Also, the Division provides a basis for collection of motor fuel tax because it ensures the accuracy of measuring devices which determine the amount of taxes collected.

Fees Collected:

The division collects motor fuel inspection fees which are deposited into the General Revenue Fund. Effective January 1, 1988, the Department of Revenue will take over this collection program and deposit these fees into the Petroleum Inspection Fee Fund. (According to CCS HCS SCS SB 249 passed during the first regular session of the 84th General Assembly.) After FY 88, the SHDF will not support any program in the Division of Weights and Measures.

Highway-Funded Positions

Position Title	# of FTE	Duties
Program Supervisor	1.00	Supervises Petroleum/Propane/NH3 Program (PPN) activities
Program Supervisor	0.13	Supervises Petroleum Lab activitie
Chief Inspector	1.00	Assist supervisor and trains employees
Clerk IV	1.00	Maintains files on pump inspections, inspection activity, etc.
Clerk Typist II	1.00	Clerical
Chemist	2.00	Test fuels samples to determine compliance with specifications
Petroleum Lab Technician	1.00	Maintain lab testing equipment and prepares samples for testing
Weights & Measure Inspectors	14.44	Test pumps at service stations and collects motor fuel samples to be tested
	0.83	Operates terminal prover, checks pumps at service stations
	0.67	Operates refined fuels prover to check accuracy of meter, at airports and on delivery trucks
Division Directors	0.17	Administrative

Purchases

Purchase Item	Amount	Use or Purpose
Expense & Equipment Appropriation		
GMC S-15 Pickup	$ 8,044.02	Emergency Appropriation for St. Louis City Inspection
Purchase of Replacement Vehicles Appropriation		
GMC S-15 Pickup (2)	$16,088.04	Replacement Vehicle
One-Ton Dual Wheel Truck	$10,654.77	Replace Terminal Prover Tow Vehicle

DEPARTMENT OF AGRICULTURE

Division of Weights and Measures

Appropriation Description:	Purchase of Replacement Vehicles
Appropriation Amount:	$ 26,820
FY87 Expenditure:	$ 26,743

Appropriation Purpose:

The vehicles purchased provide the Petroleum inspectors with adequate means of carrying out the duties of the Petroleum/Propane/Ammonia Anhydrous Program.

Agency's Appropriation Justification:

The same as for Personnel Service & Expense and Equipment.

Fees Collected:

None.

DEPARTMENT OF ECONOMIC DEVELOPMENT

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

DEPARTMENT OF ECONOMIC DEVELOPMENT

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
5852	Personal Services	$ 93,058	Administrative Services	$ 93,003	3.2	23.5
5855	Expense & Equipment	$ 173,062	Administrative Services	$ 172,230	N/A	N/A
6919	Personal Service	$ 151,381	PSC: Mobile Homes Dept.	$ 131,499	7	7
6920	Expense & Equipment	$ 45,159	PSC: Mobile Homes Dept.	$ 40,848	N/A	N/A
4191	Free Tourists Drinks	$ 100,000	Tourism	$ 0	N/A	N/A
7488	Motor Carrier Refund	$ 15,000	Transportation	$ 12,765	N/A	N/A
6975	Personal Service	$1,530,263	Transportation	$1,478,995	64.5	76
6978	Expense & Equipment	$ 527,992	Transportation	$ 527,207	N/A	N/A
TOTAL		$2,635,915		$2,455,094	74.7	

Department of Economic Development
Highway Funded Expenses

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Administrative Services	
Travel & Vehicle Expense	$ 1,200
Office & Communication Expense	5,313
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	
Physical Plant Expense	
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	2,404
Other Expense (Data Processing)	164,145
Other Equipment Purchase and Repair	
TOTAL EXPENSE	$173,062
Public Service Commission: Manufactured Homes Department	
Travel & Vehicle Expense	$ 12,353.17*
Office & Communication Expense	6,469.07*
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	
Physical Plant Expense	985.32
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	2,617.00
Other Expense (Data Processing)	
Other Equipment Purchase and Repair	
Transportation Equipment Purchase	$ 18,790.18
TOTAL EXPENSE	$ 41,214.74*

*June's Expenditures are Estimated

Division of Transportation	
Travel & Vehicle Expense	$209,211
Office & Communication Expense	161,645
Office & Comm. Equip. Purchase & Repair	25,640
Fuel and Utilities	
Physical Plant Expense	55,273
Physical Plant Equip. Purchase & Repair	28,039
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	9,508
Other Expense (Data Processing)	17,131
Other Equipment Purchase and Repair	18,108
TOTAL EXPENSE	$524,555

DEPARTMENT OF ECONOMIC DEVELOPMENT

Administrative Services

Appropriation Description:	Personal Services;	Expense & Equipment
Appropriation Amount:	$ 93,058;	$ 173,862
FY87 Expenditure:	$ 93,004;	$ 173,062

Appropriation Purpose:

Administrative Services provides data processing support for the Division of Transportation. Its service includes on-line data base of insurance, rates, operating rights and licenses for all interstate and intrastate motor carriers authorized to do business in the State of Missouri. The personnel who are located in the Management Information Section (MIS) work on the computer programs that make up the system for the Division. The Personal Service appropriation is based on an estimated percentage of the yearly usage by DOT. The Expense and Equipment appropriation provides data processing expense and equipment support for the Division.

The computer system developed by Administrative Services - MIS used by the Division of Transportation to collect and control the receipt of approximately $3.3 million in revenue. The primary source of these receipts is due to the sale of bus and truck license stickers.

Agency's Appropriation Justification:

The appropriation provides funds for computer items installed at the Division of Transportation (DOT) or MIS. The computer items use is support of DOT's data processing programs.

Fees Collected:

None.

Highway-Funded Positions

Position Title	# of FTE	Duties
Technical Services - Manager	1.00	Maintains technical network, data base administrator for motor carrier system
Systems Analyst	2.00	Maintains data, writes computer programs
Senior Systems Analyst	0.20	Supervisory and technical

Purchases

Purchase Item	Amount	Use or Purpose
Computer Printer & Sheet Feed	$ 3,930.00	DOT clerical
Computer Equipment	$ 9,045.00	DOT staff

DEPARTMENT OF ECONOMIC DEVELOPMENT

Public Service Commission:	Manufactured Homes Department
Appropriation Description:	Personal Services; Expense & Equipment
Appropriation Amount:	$ 151,381; $ 45,159
FY87 Expenditures:	$ 131,499; $ 41,215

Appropriation Purpose:
The purpose of this appropriation request is to provide the Public Service Commission with resources to enable the Commission to carry out its statutory duties of regulating the manufactured homes and recreational vehicle industry.

The Manufactured Homes Department's duties include inspecting all dealers of recreational vehicles and mobile homes to ensure safety. The department makes certain recreational vehicles and mobile homes have a Missouri seal which specifies federal guidelines were followed when they have been manufactured outside of Missouri. The National Conference of State Building Code Standards does all inspections for mobile home manufacturers according to Housing and Urban Development (HUD) guidelines.

The Manufactured Homes Department primarily inspects a dealer's lot when a consumer complaint is issued about a mobile home or recreational vehicle. The department estimated that 45% of the activities were concerned with mobile homes as opposed to the 55% on recreational vehicles. The department is funded entirely by SHDF money.

Agency's Appropriation Justification:
The fees collected for inspections, registration certificates, plan approvals and sale of seals are deposited into the SHDF in accordance with Section 700.040.2, RSMo 1986.

Fee Collected:

For inspections, registration certificates, plan approvals and sale of seals of the department, the revenue is deposited into the SHDF.

Highway-Funded Positions

Position Title	# of FTE	Duties
Manager, Mobile Homes	1	Manages the Department
Chief Inspector, Mobile Homes	1	Inspects dealer lots, and investigates consumer complaints
Senior Inspector, Mobile Homes	2	Inspect manufactured homes dealer and recreational vehicle dealer lots and investigate consumer complaints
Mobile Home Inspector	2	Same as Senior Inspector
Secretary	1	Clerical

Purchase

Purchase Item	Amount	Use or Purpose
Vehicles (2)	$18,790.18	Mobile Home Inspectors Use
Recreational Vehicles Seals	$ 3,000.00	Sold to Manufacturers
National Conference of States Building Code Standards	$ 2,000.00	Membership Dues

DEPARTMENT OF ECONOMIC DEVELOPMENT

Division of Tourism

Appropriation Description:	Free Soft Drinks & Coffee to Tourists
Appropriation Amount:	$ 100,000
FY87 Expenditures:	$ 0

Appropriation Purpose:

The purpose of this appropriation is to provide free soft drinks and coffee to tourists at key locations when entering Missouri. The objective of the program is to meet and greet visitors as they enter Missouri, advise them what is available and encourage them to stay longer by suggesting events and activities.

Agency's Appropriation Justification:

Every extra day of tourism adds thousands of dollars to state revenues.

Fee Collected:

None.

Discontinued Appropriation:

The appropriation for free soft drinks and coffee to tourists has been discontinued in the FY 88 budget appropriation. Also, in FY 87, no expenditures were made against this appropriation.

DEPARTMENT OF ECONOMIC DEVELOPMENT

Division of Transportation

Appropriation Description:	Motor Carrier Refund
Appropriation Amount:	$ 15,000
FY87 Expenditure	$ 12,765

Appropriation Purpose:

The transportation licenses are sold in quantity to motor carriers. Because fleet sizes are constantly changing, some carriers overestimate the number of licenses required and therefore overpay. The license refunds compensate the overpayment. The refunds are set up and allowed for through rules published by the Division of Transportation.

Appropriation Justification:

Through the sale of annual licenses by the DOT, the funds collected are deposited into the SHDF. Therefore, the refunds are paid out of the SHDF money.

Fees Collected:

None.

DEPARTMENT OF ECONOMIC DEVELOPMENT

Division of Transportation

Appropriation Description:	Personal Service;	Expense & Equipment
Appropriation Amount:	$ 1,530,263;	$ 527,992
FY87 Expenditures:	$ 1,478,995;	$ 524,555

Appropriation Purpose:

The appropriation is to fund personnel costs and daily operational expenses for the Division of Transportation (DOT) to regulate the transportation of goods and services in the State of Missouri. All duties, powers and functions of the Public Service Commission relating to common carriers, generally railroad corporations, motor carriers and express companies were transferred to the Division of Transportation as of July 1, 1985. The division funds their Personnel Service in the following manner:

Fund	# of FTE	$ Amount
Federal Fund	5.00	$ 93,980
SHDF	64.50	$1,530,263
Railroad Exp. Fund	6.50	$ 198,928
	76.00	$1,823,171

Federal funds support the Motor Carrier Safety Assistance Program (MCSAP) which inspects trucks in terminals, while the Railroad Expense Fund helps support the inspection of railroad crossings.

Appropriation Justification:

Chapter 622 RSMo establishes the Division of Transportation. Chapter 622 and others detail the Division's duties and authority. They provide that the fees collected by the Division are to be deposited into the SHDF. Expenses should be paid from that fund.

Fees Collected:

The DOT collects fees for annual license stickers and stamps that are sold to both interstate and intrastate motor carriers. The estimate of fees to be collected and deposited in the SHDF in FY 1988 is $13,255,200.

Highway-Funded Positions

Position Title	# of FTE	Duties
Director	0.50	Administrative
Administrative Secretary	3.00	Clerical
Hearing Reporter	2.00	Reports & transcribes hearings before the division
Messenger	1.00	Pick up mail, sort & distribute and collect mail from the office
Manager Enforcement	1.00	Enforcement of laws concerning Missouri buses and trucks
Field Investigator - Supervisor	6.00	Oversee region field investigators, to assure compliance with the Missouri Bus & Truck Law
Field Investigator II	9.00	Gather evidence and make cases against violators of the Missouri Bus and Truck Law
Field Investigator I	4.00	Same as above
Secretary III	2.00	Clerical
Supervisor-Passenger Services	1.00	Deals with complaints
Secretary II	3.00	Clerical
Assistant Insurance Officer	1.00	Advises intrastate motor carrier, what insurance is required
Clerk Typist II	4.00	Records certificates of insurance
License Officer	1.00	Reviews and process bus and truck license requests
Clerk III	5.00	Clerical
Managee-Rates/Audits/Research	1.00	Supervise areas of audit, financial analysis, internal accounting, rates and research, and planning
Senior Account Clerk	1.00	Verifies accounts payable and payrolls
Regulatory Auditor I	6.00	Conducts on-site audits of transportation carriers
Regulatory Auditor II	3.00	Same as above except serves auditor in-charge
Regulatory Auditor-Supervisor	2.00	Define scope of audits in conjunction with Rates, Audits & Research for motor carriers
Financial Analyst	1.00	Performs research for use in staff testimony in relationship to rates charged by Mo. transportation firms
Manager-Records Department	1.00	Overall coordinate and implement official records for the division

Highway-Funded Positions

Position Title	# of FTE	Duties
General Counsel	1.00	Direct all legal activities of the division
Assistant General Counsel	1.00	Assist with General Counsel's duties
Supervisor - Support Services	1.00	Deals with division's budget and administers the disbursement of division's annual budget
Administrative Law Judge	3.00	Attorney to practice before the Supreme Court

Purchase

Purchase Item	Amount	Use or Purpose
License Stamps	$ 2,172.03	Sale to motor carriers
Profitability Study	$ 8,300.00	Used to determine adequate rates for motor carriers
Vehicles (8)	$82,442,24	Enforcement Staff

DEPARTMENT OF HEALTH

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

DEPARTMENT OF HEALTH

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
6434	Personal Services	$ 35,238	E.M.S.	$ 34,671	1.75	27
6435	Expense & Equipment	$ 11,200	E.M.S.	$ 8,664	N/A	N/A
6440	Personal Service	$ 39,127	Laboratory Services	$ 39,042	2	74
6441	Expense & Equipment	$ 15,200	Laboratory Services	$ 12,435	N/A	N/A
TOTAL		$ 100,765		$ 94,812	3.75	

Department of Health
Highway Funded Expenses

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Emergency Medical Services	
Travel & Vehicle Expense	$ 8,664.62
Office & Communication Expense	
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	
Physical Plant Expense	
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	
Other Expense	
Other Equipment Purchase and Repair	
TOTAL EXPENSE	$ 8,664.62
Laboratory Services	
Travel & Vehicle Expense	$ 5,203.58
Office & Communication Expense	2,228.73
Office & Comm. Equip. Purchase & Repair	
Fuel and Utilities	
Physical Plant Expense	
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	1,961.01
Professional & Technical Expense	
Other Expense	3,041.36
Other Equipment Purchase and Repair	
TOTAL EXPENSE	$ 12,434.68

DEPARTMENT OF HEALTH

Bureau of Emergency Medical Services

Appropriation Purpose:	Personal Service;	Expense and Equipment
Appropriation Amount:	$ 35,238;	$ 11,200
FY87 Expenditures:	$ 34,671;	$ 8,664

Appropriation Purpose:

The Bureau of Emergency Medical Services administers the State Ambulance Licensure Law. Its programs include 1) review and approval of curricula at training facilities that offer courses for emergency technicians (EMT), mobile emergency technicians (MEMT), paramedics (EMT-P) and first responder courses; 2) development and administration of uniform EMT and MEMT certification tests and 3) development and coordination of a statewide EMS communication system. The specific appropriation deals with personnel that train and test applicants for state licensing. The appropriation funds 1.75 FTE out of the division's 27 FTE.

The Expense and Equipment is to cover travel expense of employees funded from the SHDF. No purchases were made over $2,000.

Agency's Appropriation Justification:

The Bureau's response to the justification question was that ambulances operate on state funded highways. Further, the Bureau ensures ambulances are operated properly by the personnel that man the ambulances.

Fees Collected:

The Bureau of Emergency Medical Services collects license fees for ambulance vehicles and personnel. All fee receipts are deposited into the General Revenue Fund.

Highway-Funded Positions

Position Title	# of FTE	Duties
EMS Technician I	1.75	Training and testing of ambulance personnel for state licensing purpose

DEPARTMENT OF HEALTH

Laboratory Services

Appropriation Description:	Personal Service;	Expense and Equipment
Appropriation Amount:	$ 39,127;	$ 15,200
FY87 Expenditures:	$ 34,671;	$ 12,435

Appropriation Purpose:

The section of Laboratory Services which uses this appropriation includes the Chemistry Unit. The unit conducts analysis of water supplies, dairy products, foods and beverages. The unit also approves alcohol breath-testing equipment and issues permits to persons qualified to supervise and operate these devices and periodically inspects breath-testing instruments used in the state.

The appropriation provides personnel to inspect, calibrate and certify blood alcohol testing equipment used by law enforcement agencies. Further, the unit trains law enforcement personnel in the use of the equipment. The Expense and Equipment appropriation includes funds for travel and direct expense as well as parts and repair cost for breath analyzers. The Unit made no purchases over $2,000.

Agency's Appropriation Justification:

The Laboratory Service's response to the justification question was that the law enforcement agencies enforcing state drinking and driving laws use blood alcohol testing equipment. The personnel inspect, calibrate and certify such equipment.

Fees Collected:

None.

Highway-Funded Positions

Position Title	# of FTE	Duties
Chemist II	2	Inspect, calibrate & certify blood alcohol testing equipment

DEPARTMENT OF PUBLIC SAFETY

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

DEPARTMENT OF PUBLIC SAFETY

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
1098	Personal Services	$ 213,201	Office of Director	$ 211,437	7.07	19
1102	Expense & Equipment	$ 61,177	Office of Director	$ 42,013	N/A	N/A
2628	Personal Services	$ 264,466	Highway Safety	$ 262,236	21.00	21
2631	Expense & Equipment	$ 86,537	Highway Safety	$ 72,345	N/A	N/A
TOTAL		$ 625,381		$ 588,031	28.07	

Department of Public Safety
Highway Funded Expenses

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Office of the Director	
Travel & Vehicle Expense	$ 5,115
Office & Communication Expense	5,539
Office & Comm. Equip. Purchase & Repair	3,818
Fuel and Utilities	9,138
Physical Plant Expense	290
Physical Plant Equip. Purchase & Repair	40
Institutional Equip. Purchase & Repair	15,395
Professional & Technical Expense	272
Other Expense	2,406
TOTAL EXPENSE	$ 42,013
Division of Highway Safety	
Travel & Vehicle Expense	$ 24,078
Office & Communication Expense	33,277
Office & Comm. Equip. Purchase & Repair	1,508
Fuel and Utilities	
Physical Plant Expense	103
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	439
Other Expense	12,940
Other Equipment Purchase and Repair	
TOTAL EXPENSE	$ 72,345

DEPARTMENT OF PUBLIC SAFETY

Office of the Director

Appropriation Description:	Personal Service; Expense & Equipment	
Appropriation Amount:	$ 213,201;	$ 61,177
FY87 Expenditures:	$ 211,437;	$ 42,013

Appropriation Purpose:

The Office of the Director offers direct supervision and support to the entire department, but also administers specific programs and duties. The office administers the following programs:

1) Office of Juvenile Justice & Delinquency Prevention federal funds
2) Justice Assistance and Victim Assistance funds
3) Peace officer standards and training program
4) Governor's Commission on Crime

This appropriation is for "highway-related" programs for peace officers which consist of establishing the minimum standard training curriculum and certifying the training of peace officers having met this standard.

The appropriation funds 7.07 FTE of the 19 FTE in the office. The distribution of salaries among funding sources is based upon the percentage of time personnel devote to specific programs. Also, Expense and Equipment costs are allocated according to the program which incurs the cost.

Agency's Appropriation Justification:

The Office of the Director's response to the justification question was that the office's personnel are involved with general management functions (budgeting, accounting, personnel, etc.). The Director's Office personnel spend a significant amount of their time in the management of highway-related resources. The office allocates these

personnel resources to the Highway Patrol and Division of Highway Safety, which both receive SHDF money.

Fees Collected:

None.

Highway-Funded Positions

Position Title	# of FTE	Duties
Administrator	0.20	Administers Peace Officer's Standards and Training Program (POST)
Staff Services Administrator	0.46	Administrative support for entire department and financial support for Motor Carrier Safety Assistance Program (MCSAP)
Budget Administrator	0.90	Prepare and coordinate department's operating and capitol budgets
Secretary	0.50	General support and clerical
Account Clerk	0.76	Financial support to the office for POST and MCSAP programs
Director, Criminal Justice Programs	0.10	For overall administration of POST program
Communications Assistant	0.90	Administration and coordinate public information program
ADP Coordinator	0.10	Coordinates all departmental ADP related planning and procurement
Director	0.75	Administration
Auditor	0.10	Administers MCSAP program
Program Administrator	0.55	Provides legislative research and monitors all legislation of department's interest
Administrative Assistant	0.90	Administrative support to Director
Deputy Director	0.85	Provides oversight for department's administrative and safety programs

Purchases

Purchase Item	Amount	Use or Purpose
IBM PC/AT	$ 6,468.01 FED $ 1,617.00 SHDF $ 8,085.01 Total	PC was purchased under the Federal Motor Carrier Safety Assistance Program (MCSAP). SHDF are used to match federal funds.
IBM PC/AT	$ 1,360.20 SHDF $ 3,173,80 Gen. Rev. $ 4,534.00 Total	Used by Budget Administration.

DEPARTMENT OF PUBLIC SAFETY

Division of Highway Safety

Appropriation Description:	Personal Service;	Expense & Equipment
Appropriation Amount:	$ 264,466;	$ 86,537
FY87 Expenditures:	$ 262,236;	$ 72,345

Appropriation Purpose:

The Division of Highway Safety implements the National Highway Safety Act for the federal government. The appropriation is to provide the required State of Missouri match for federal funds expended for the administration of Missouri's Highway Safety Program. The Division's 50/50 requirement is not line item, but the total division's funding follows the 50/50 requirement. Also, the Expense & Equipment appropriation funds filing of Accident Reports required by law.

The distribution of salary expenses is based on the functions performed by each employee in keeping with federal guidelines. The Division allocates expense and equipment total costs on a 50/50 basis of SHDF funds and Federal funds.

Agency's Appropriation Justification:

The division's responsibility includes the reduction of traffic accidents, fatalities, injuries and economic losses in relation to miles traveled in the State of Missouri.

Fees Collected:

None.

Highway-Funded Positions

Position Title	# of FTE	Duties
Director	1.00	Administrative
Deputy Director	1.00	Assist the Director
Fiscal Officer	1.00	Supervise fiscal section
Personnel Officer	1.00	Personnel needs and problem relations
Program Engineer	1.00	Activity in microcomputer application operations programs
Management Specialist	1.00	Supervise safety specialist
Safety Specialist	7.00	Implement and coordinate safety programs
Executive Secretary	1.00	Secretarial duties
Claims Auditor	1.00	Compliance review on HSP project contracts and reimbursement claims
Accountant	2.00	Payroll, accounts payable, compliance review
Secretary	3.00	Clerical
Clerk II	1.00	Process incoming and outgoing mail

Purchases

Purchase Item	Amount	Use or Purpose
Accident Reports	$19,918.00	RSMo 43.251
Lease Vehicle (8 months)	$ 2,968.00	Administrative Travel
Lease Vehicle (10 months)	$ 2,233.00	Administrative Travel
Lease Vehicle (8.5 months)	$ 2,471.00	Administrative Travel

STATE HIGHWAY PATROL

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

HIGHWAY PATROL

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
1130	Personal Service	$ 2,355,796	Administration	$ 2,329,044	87.0	87.0
1133	Expense & Equipment	$ 123,061	Administration	$ 117,028	N/A	N/A
1136	Personal Service	$32,233,268	Enforcement	$31,342,423	1123.0	1206.0
1141	Expense & Equipment	$ 3,648,383	Enforcement	$ 3,262,185	N/A	N/A
4472	Gasoline Expenses	$ 1,617,899	Enforcement	$ 1,027,905	N/A	N/A
4473	Vehicle Purchases	$ 2,273,500	Enforcement	$ 2,273,002	N/A	N/A
1143	Personal Service	$ 577,231	Enforcement Academy	$ 575,485	32.0	32.0
1148	Expense & Equipment	$ 144,529	Enforcement Academy	$ 144,421	N/A	N/A
1150	Personal Service	$ 5,684,627	Vehicle & Driver Safety	$ 5,487,921	261.0	271.0
1154	Expense & Equipment	$ 663,512	Vehicle & Driver Safety	$ 544,654	N/A	N/A
1128	MVI Refund	$ 40,000	Vehicle & Driver Safety	$ 9,547	N/A	N/A
1156	Personal Service	$ 5,044,424	Technical Services	$ 4,844,470	168.0	184.0

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

HIGHWAY PATROL

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
1160	Expense & Equipment	$ 2,971,422	Technical Services	$ 2,814,218	N/A	N/A
5296	Personal Service	$ 218,730	Crime Labs	$ 214,179	10.5	24.5
5297	Expense & Equipment	$ 27,954	Crime Labs	$ 27,588	N/A	N/A
5974	(re-appropriation) Capital Improvement	$ 52,679	Highway Patrol	$ 7,187	N/A	N/A
6896	(re-appropriation) Capital Improvement	$ 915,299	Highway Patrol	$ 244,781	N/A	N/A
6897	(re-appropriation) Capital Improvement	$ 520,168	Troop B	$ 17,282	N/A	N/A
6898	(re-appropriation) Capital Improvement	$ 499,781	Troop I	$ 24,007	N/A	N/A
6899	(re-appropriation) Capital Improvement	$ 239,008	Highway Patrol	$ 10,490	N/A	N/A
6901	(re-appropriation) Capital Improvement	$ 288,261	Troops F,H,B & Academy	$ 210,239	N/A	N/A
7114	Capital Improvement	$ 224,100	Highway Patrol	$ 8,138	N/A	N/A
7115	Capital Improvement	$ 194,700	Highway Patrol	$ 5,656	N/A	N/A

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

HIGHWAY PATROL

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
7116	Capital Improvement	$ 15,000	Highway Patrol	$ 2,539	N/A	N/A
7226	Capital Improvement	$ 538,300	Highway Patrol	$ 16,463	N/A	N/A
7227	Capital Improvement	$ 395,900	Highway Patrol	$ 0	N/A	N/A
7228	Capital Improvement	$ 14,300	Troop A	$ 1,135	N/A	N/A
7229	Capital Improvement	$ 192,600	Troop C	$ 12,923	N/A	N/A
7230	Capital Improvement	$ 12,700	Troop D	$ 731	N/A	N/A
7231	Capital Improvement	$ 40,800	Troop E	$ 2,426	N/A	N/A
7232	Capital Improvement	$ 67,200	Troop F	$ 1,950	N/A	N/A
4346	Fringe Benefits	$12,759,738	Highway Patrol	$ 8,900,591	N/A	N/A
4349	Fringe Benefits	$ 1,487,134	Highway Patrol	$ 1,486,368	N/A	N/A
TOTAL		$73,566,808*		$65,966,976	1,594.5	

*DOES NOT INCLUDE RE-APPROPRIATIONS

Highway Patrol Expense and Equipment by Title of Expense

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Administration and General Support	
Travel & Vehicle Expense	$ 14,824
Office & Communication Expense	81,299
Office & Comm. Equip. Purchase & Repair	4,436
Fuel and Utilities	0
Physical Plant Expense	11,280
Physical Plant Equip. Purchase & Repair	1,783
Institutional Equip. Purchase & Repair	0
Professional & Technical Expense	1,037
Other Expense	2,369
Other Equipment Purchase and Repair	0
TOTAL EXPENSE	$117,028
Enforcement	
Travel & Vehicle Expense	$ 770,330
Office & Communication Expense	597,087
Office & Comm. Equip. Purchase & Repair	117,774
Fuel and Utilities	458,281
Physical Plant Expense	632,668
Physical Plant Equip. Purchase & Repair	0
Institutional Equip. Purchase & Repair	21,073
Other Expense	7,676
Other Equipment Purchase and Repair	4,877
TOTAL EXPENSE	$3,262,185
Law Enforcement Academy	
Travel & Vehicle Expense	$ 1,662
Office & Communication Expense	4,777
Office & Comm. Equip. Purchase & Repair	1,709
Fuel and Utilities	27,440
Physical Plant Expense	95,965
Physical Plant Equip. Purchase & Repair	2,741
Institutional Equip. Purchase & Repair	0
Professional & Technical Expense	0
Other Expense	10,127
Other Equipment Purchase and Repair	0
TOTAL EXPENSE	$ 144,421

Highway Patrol Expense and Equipment by Title of Expense

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Vehicle and Driver Safety	
Travel & Vehicle Expense	$ 147,198
Office & Communication Expense	160,345
Office & Comm. Equip. Purchase & Repair	1,551
Fuel and Utilities	14,576
Physical Plant Expense	213,011
Physical Plant Equip. Purchase & Repair	7,973
Institutional Equip. Purchase & Repair	0
Professional & Technical Expense	0
Other Expense	0
Other Equipment Purchase and Repair	0
TOTAL EXPENSE	$ 544,654
Technical Services	
Travel & Vehicle Expense	$ 38,027
Office & Communication Expense	20,050
Office & Comm. Equip. Purchase & Repair	27,016
Fuel and Utilities	102,444
Physical Plant Expense	117,103
Physical Plant Equip. Purchase & Repair	373,379
Institutional Equip. Purchase & Repair	0
Professional & Technical Expense	0
Other Expense	7,051
Other Equipment Purchase and Repair	2,129,148
TOTAL EXPENSE	$2,814,218
Crime Labs	
Travel & Vehicle Expense	$ 2,698
Office & Communication Expense	3,445
Office & Comm. Equip. Purchase & Repair	1,525
Fuel and Utilities	0
Physical Plant Expense	16,818
Physical Plant Equip. Purchase & Repair	393
Institutional Equip. Purchase & Repair	0
Professional & Technical Expense	0
Other Expense	2,709
Other Equipment Purchase and Repair	0
TOTAL EXPENSE	$ 27,588

STATE HIGHWAY PATROL

Administration and General Support

Appropriation Description:	Personal Services;	Expense & Equipment
Appropriation Amount:	$ 2,355,796;	$ 123,061
FY87 Expenditures:	$ 2,329,044;	$ 117,028

Appropriation Purpose:

The purpose of this appropriation is to provide funds for the salaries of the headquarters' staff positions that set policy on all the functions administered by the Highway Patrol. These policies are enforced by nine troop captains and staff to insure equal treatment and uniform interpretation of policies by all officers and employees. This is accomplished through staff and field training programs.

All 87 FTE employed in Administration and General Support are paid from the SHDF. Types of positions include officers (12); sergeants and corporals (5); clerical support (16); maintenance (12); invoice and payroll processing (7); vehicle repair and records (20); personnel and insurance recordkeeping (3); printing, film processing and safety material development (5); supply handling (5); inventory control (1); and budget control (1).

Agency's Appropriation Justification:

The purpose of expense and equipment appropriation request is to provide funds for travel expense, office supplies, office equipment and other items necessary for the staff to coordinate the various activities of the Highway Patrol.

The primary duties of these employees are to support those officers that are assigned to enforce traffic laws and promote safety on the highways of this State.

Fees Collected:

None.

Highway-Funded Positions

Position Title	# of FTE	Duties
Colonel	1	Administration
Lieutenant Colonel	1	Administration
Major	3	Administration
Captain	4	Supervision
Lieutenant	3	Supervision
Sergeant	4	Supervision
Corporal	1	Supervision
Stenographer II	1	Clerical
Executive Secretary	1	Clerical
Assistant Executive Secretary	1	Clerical
Senior Secretary	2	Clerical
Secretary	5	Clerical
Composing/Editing Clerk I	1	Clerical
Clerk-Typist II	1	Clerical
Senior Switchboard Operator	1	Clerical
Housekeeper III	1	Maintenance
Staff Writer III	1	Safety material
Staff Artist III	1	Safety material
Photographer III	1	Film processing
Reproduction Machine Operator I	1	Printing
Reproduction Machine Operator III	1	Printing
Warehouse Manager	1	Supplies
Equipment Storekeeper II	2	Supplies
Equipment Storekeeper III	1	Supplies
Equipment Storekeeper IV	1	Supplies
Fiscal & Budgetary Analyst I	1	Invoice processing
Fiscal & Budgetary Analyst IV	2	Invoice processing
Records & Property Control Clk. III	1	Clerical
Property Inventory Controller IV	1	Inventory control
Budget Officer	1	Budget control
Finance Clerk III	2	Invoice processing
Payroll Officer I	1	Payroll processing
Personnel Payroll Clerk I	1	Payroll processing
Personnel Records Clerk III	1	Clerical
Personnel Services Specialist III	1	Clerical
Personnel Technician I	1	Personnel records
Personnel Technician III	1	Personnel records
Senior Personnel Insurance Clerk	1	Insurance records
Construction Foreman II	1	Maintenance
Bldg. & Grounds Maintenanceman I	1	Maintenance
Bldg. & Grounds Maintenanceman II	3	Maintenance
Bldg. & Grounds Maintenanceman III	2	Maintenance
Electrician II	1	Maintenance
Plant Maintenance Engineer II	2	Maintenance
Plant Maintenance Engineer III	1	Maintenance
Automotive Fleet Manager	1	Administration
Garage Superintendent	1	Supervision
Assistant Garage Superintendent	2	Supervision
Automotive Technician Supervisor	1	Supervision
Sr. Automotive Technician	2	Vehicle repair
Automotive Technician II	2	Vehicle repair
Automotive Technician III	4	Vehicle repair
Automotive Serviceman I	1	Vehicle repair
Automotive Serviceman II	2	Vehicle repair
Automotive Fleet Analyst III	1	Vehicle records
Fleet Control Clerk	1	Vehicle records
Fleet Records Clerk I	1	Vehicle records
Fleet Records Clerk II	1	Vehicle records

Purchases Over $2,000

Purchase Item	Amount	Use or Purpose
Lease/maintenance/purchase copy machine	$ 5,315	Administrative staff
Maintenance photo typesetter	$ 5,394	Public Information
Paper for printing	$ 3,579	Supply inventory
Photographic paper	$ 4,042	Public Information

STATE HIGHWAY PATROL

Enforcement

Appropriation Description:	Personal Services;	Expense and Equipment
Appropriation Amount:	$ 32,233,268;	$ 3,648,383
FY87 Expenditures:	$ 31,342,423;	$ 3,262,185

Appropriation Purpose:

The purpose of this appropriation is to provide funds for the salaries of patrolmen and support personnel. A high degree of public safety for the citizens of Missouri is the goal. This is accomplished through traffic control; accident investigation; safety education; detection and apprehension of those who threaten life and property; enforcement of laws and regulations pertaining to commercial vehicles; and a complex communications network. The necessary duties to perform these services are carried out by personnel in nine troops and the General Headquarters.

The expense and equipment funds are used to provide travel expense, office supplies, technical equipment and other items needed by enforcement officers and support staff to provide safe and orderly flow of traffic on the highways, preserve the peace, and protect life and property.

Of the 1,206 FTE in Enforcement, 1,123 are paid 100 percent from the SHDF. The Patrol also has employees that are paid from General Revenue, Federal, and Air Pollution Control Funds. The Patrol does not split salaries between funds. Employees are paid from the fund to which their duties most closely relate.

Employees paid from the SHDF include officers (51); sergeants and corporals (296); patrolmen (425); clerical support (107); maintenance (34); vehicle maintenance (12); weight scale maintenance (3); weight enforcement (176); satellite operation (18); and auto theft services (1).

According to the Patrol, Highway Funds are primarily used for criminal investigation of highway related violations of state statutes; however, it is difficult to determine what is highway related and what is not. Non-highway related investigations may be conducted by SHDF personnel because allocation of funds is based on the previous year's appropriation and not on the type of work performed.

Agency's Appropriation Justification:
The primary duties of those paid from highway funds are to accomplish the objectives listed under the appropriation purpose; these are related to highway safety.

Fees Collected:
None.

Highway-Funded Positions

Position Title	# of FTE	Duties
Major	2	Administration
Captain	13	Administration
Lieutenant	36	Administration
Sergeant	174	Supervision
Corporal	122	Enforcement
Patrolman 1st Class	316	Enforcement
Patrolman	53	Enforcement
Probationary Patrolman	56	Enforcement
Clerk III	3	Clerical
Clerk IV	2	Clerical
Stenographer I	4	Clerical
Stenographer II	2	Clerical
Stenographer III	7	Clerical
Senior Secretary	8	Clerical
Secretary	4	Clerical
Clerk-Typist I	4	Clerical
Clerk-Typist II	8	Clerical
Clerk-Typist III	31	Clerical
Switchboard Operator I	1	Clerical
Switchboard Operator II	1	Clerical
Accident Records File Supervisor	2	Supervision
Accident Records Clerk III	1	Clerical
Accident Records Supervisor II	1	Supervision
Senior Video Operator	2	Data entry
Video Operator I	3	Data entry
Video Operator II	8	Data entry
Automated File Supervisor II	1	Supervision

Highway-Funded Positions

Position Title	# of FTE	Duties
Housekeeper I	5	Maintenance
Housekeeper II	2	Maintenance
Housekeeper III	2	Maintenance
Traffic Safety Manager III	1	Administration
Maintenance Foreman I	1	Maintenance
Bldg. & Grounds Maintenanceman I	6	Maintenance
Bldg. & Grounds Maintenanceman II	8	Maintenance
Bldg. & Grounds Maintenanceman III	6	Maintenance
Plant Maintenance Engineer II	1	Maintenance
Sr. Terminal Technician	1	Data entry
Terminal Technician II	2	Data entry
Terminal Technician III	10	Data entry
Auto Theft Services Supervisor	1	Supervision
Records Clerk I	1	Clerical
Automotive Technician I	1	Vehicle maintenance
Automotive Technician II	2	Vehicle maintenance
Automotive Technician III	8	Vehicle maintenance
Chief Scale Maintenance Technician	1	Weight scale maintenance
Scale Maintenance Technician	1	Weight scale maintenance
Apprentice Scale Mtn. Technician	1	Weight scale maintenance
Office Manager Supervisor I	3	Satellite operation
Office Manager I	2	Satellite operation
Office Manager II	7	Satellite operation
Office Manager III	6	Satellite operation
Senior Chief Inspector	1	Administration
Chief Inspector	5	Weight enforcement
CVE Inspector Supervisor I	26	Weight enforcement
CVE Inspector Supervisor II	13	Weight enforcement
CVE Inspector I	19	Weight enforcement
CVE Inspector II	32	Weight enforcement
CVE Inspector III	80	Weight enforcement
Summer employee	3	Maintenance

Purchases Over $2,000

Purchase Item	Amount	Use or Purpose
Patrol News (12 issues)	$ 7,500	Public Information
Pre-employment testing	$15,000	Personnel
Lease/purchase telephone system	$ 8,764	Communications
Lease/purchase telephone system	$ 3,651	Communications
Lease/purchase copy machine	$ 3,646	Motor equipment
Lease/purchase copy machine	$ 4,339	Troop support
Lease/purchase copy machine	$ 5,397	Troop support
Lease/purchase copy machine	$ 4,557	Troop support
Lease/purchase copy machine	$ 4,036	Troop support
Lease/purchase copy machine	$ 5,457	Troop support
Lease/purchase copy machine	$ 3,736	Troop support
Lease/purchase copy machine	$ 4,257	Troop support
Lease/purchase copy machine	$ 4,216	Troop support
Lease/purchase copy machine	$ 6,453	Troop support
Maintenance Bell helicopters	$ 3,297	Aircraft operations
Maintenance Cessna Skylane	$ 6,694	Aircraft operations
Maintenance of aircraft	$ 2,311	Aircraft operations
Uniform rental	$ 9,458	Maintenance
Maintenance Cessna aircraft	$ 2,754	Aircraft operations

Purchases Over $2,000

Purchase Item	Amount	Use or Purpose
Towels	$ 2,280	Supply inventory
Flashlight components	$ 3,396	Supply inventory
Permanent anti-freeze	$ 2,735	Supply inventory
Chevrons, etc. (uniform appendages)	$11,391	Supply inventory
Water treatment service	$ 2,002	Maintenance
Uniform rental	$ 2,600	Maintenance
Silver Reed typewriters	$ 3,490	Supply inventory
Aircraft purchase	$28,572	Aircraft operations
Tires	$16,824	Supply inventory
Batteries	$ 2,825	Supply inventory
Tie wallets and steno books	$ 2,075	Supply inventory
Case file envelopes	$ 3,177	Supply inventory
Lease/purchase/maintenance telephone	$ 5,094	Communications
Lease/purchase/maintenance telephone	$ 5,523	Communications
Silver Reed typewriters	$ 3,490	Supply inventory
Body armor (48)	$ 9,464	Troop support
Helicopter maintenance	$ 4,010	Aircraft operations
Computer paper	$ 2,385	Supply inventory
Silver Reed typewriters	$ 3,490	Supply inventory
Overhaul engine - Cessna	$ 7,355	Aircraft operations
Uniform rental	$ 5,022	Motor equipment
Ammunition	$12,624	Supply inventory
Aircraft communications system	$11,000	Aircraft operations
Tires	$ 8,412	Supply inventory
Car supplies	$ 3,354	Supply inventory
Helicopter engine	$18,652	Aircraft operations
5 - 2,000 gallon gas tanks	$ 7,738	Gasoline
Polaroid film	$ 3,425	Supply inventory
Lease/purchase/maintenance copy machine	$ 6,509	Traffic
Physical exams - recruits	$ 1,963	Personnel
Aircraft maintenance contract	$ 3,873	Aircraft operations
Aircraft maintenance contract	$ 2,000	Aircraft operations
Aircraft maintenance contract	$ 1,051	Aircraft operations
Maintenance Cessna Skylane	$ 1,569	Aircraft operations
Maintenance Cessna Skylane	$ 4,000	Aircraft operations
Lease/purchase/telephone system	$ 4,989	Communications
Tires	$ 8,738	Supply inventory
Storage cabinets	$ 2,153	Supply inventory
Leg tables	$ 2,249	Supply inventory
Overhaul helicopter	$37,354	Aircraft operations
Fuses	$14,370	Supply inventory
Bond paper	$ 6,867	Supply inventory
Tires	$ 8,738	Supply inventory
Shotguns	$ 4,389	Supply inventory
Weighers, portable	$61,110	Comm. vehicle enforcement
Printing press	$24,950	Finance and supply
Enhancement vapor laser	$ 4,019	Crime laboratory
Telephone system	$ 6,066	Communications
Wheel balancer	$ 3,995	Motor equipment
Tractors - 2	$15,265	Maintenance
Transportable emergency	$21,151	Communications
Office partitions	$ 4,785	Personnel
Spark plugs, etc.	$ 5,138	Motor equipment
Case file envelopes	$ 3,461	Supply inventory
Printer paper	$ 2,387	Supply inventory

Purchases Over $2,000

Purchase Item	Amount	Use or Purpose
Reflective material	$ 2,367	Supply inventory
Truck service body	$ 2,585	Maintenance
Red lights and sirens	$54,121	Motor equipment
Lawn tractors - 3	$13,541	Maintenance
Trash removal	$ 3,000	Maintenance
Red lights and sirens	$46,003	Motor equipment
Body bunker - 3	$ 3,468	Troop support
Rifle scopes - 9	$ 3,321	Troop support
Bond paper	$ 9,294	Supply inventory
Firearms	$ 9,737	Troop support
Reloaded ammunition	$ 5,499	Supply inventory
Overhaul helicopter	$15,474	Aircraft operations
Typewriters	$ 2,403	Supply inventory
Tires	$13,680	Supply inventory
Brake lathe machine	$ 5,300	Motor equipment
Firearms	$12,396	Troop support
Tires	$ 2,018	Supply inventory
Scale parts	$ 4,650	Comm. vehicle enforcement
Mobile transceivers	$99,906	Communications
Weigh scale	$ 2,373	Comm. vehicle enforcement
File cabinets	$ 9,545	Supply inventory
File cabinets	$ 8,900	Supply inventory
Hangar rental	$ 2,400	Aircraft operations
AF digital storage oscilloscope	$14,626	Communications

STATE HIGHWAY PATROL

Enforcement

Appropriation Description:	Vehicle Purchases; Gasoline Expense	
Appropriation Amount:	$ 2,273,500;	$ 1,617,899
FY87 Expenditures:	$ 2,273,002;	$ 1,027,905

Appropriation Purpose:

The purpose of the vehicle purchase appropriation is to provide each officer with an automobile to perform his/her assigned duties for the protection and safety of the motoring public. The Highway Patrol purchases approximately 425 vehicles annually to keep the vehicle program at the current level.

The purpose of the appropriation for gasoline is to secure sufficient gasoline for the fleet of highway patrol vehicles without loss of services or a reduction of activities in traffic control or promotion of safety for the motoring public.

All vehicles and gasoline purchased by the Highway Patrol are purchased with monies from the SHDF or the Vehicle Revolving Fund.

The Highway Patrol maintains a replacement schedule for the enforcement automobiles at slightly less than 50,000 miles. This enables the Patrol to provide a dependable and proficient automobile for Highway Patrol enforcement duties and also to maintain a fleet of cars with the highest resale value. The $2,273,500 from the SHDF represents about one-half of the total expenditure for automobiles, with the remainder of funds derived from the sale of the vehicles and deposits made to the Vehicle Revolving Fund. Money for the purchase of vehicles is set aside in these specific funds and all vehicle purchases are charged against these appropriations.

The request for $1,617,899 for gasoline is computed on the basis of 21 million miles, divided by 13.3 miles per gallon, which equals 1,600,000 gallons of gasoline required during the fiscal year. The average price per gallon is computed to be about $1.00 per gallon.

The majority of the Patrol's gasoline purchases are handled through bulk deliveries and payments are made to the oil companies supplying the product. Gasoline monies are set aside in this specific fund and all gasoline purchases are charged against this appropriation except for emergency purchases and during covert operations. The Patrol also receives federal funds for the purchase of gasoline during C.A.R.E. (Combined Accident Reduction Effort) operations.

STATE HIGHWAY PATROL

Law Enforcement Academy

Appropriation Description:	Personal Service;	
	Expense & Equipment	
Appropriation Amount:	$ 577,231;	$ 144,529
FY87 Expenditures:	$ 575,485;	$ 144,421

Appropriation Purpose:

The objective of this appropriation is to fund the salaries of instructors, food service, clerical and other positions required to operate the Law Enforcement Academy. This institution provides basic, in-service and specialized training to members of the Patrol. It provides, as needed, the required 120-hour basic law enforcement course to agencies outside first-class counties with a charter form of government. It develops and presents specialized training to other law enforcement agencies. It insures basic, in-service and specialized training are available to divisions of the Department of Public Safety and other State agencies upon request.

The purpose of the expense and equipment request is to provide funds for food, classroom supplies, training aids, dormitory supplies and other items needed to operate a training academy. This training is provided to employees of the Patrol, other State agencies and local law enforcement officers. Statutory mandates include police officers standards of training, RSMo 590.105.

Of the 32 FTE employed at the Law Enforcement Academy, 20 FTE are paid from the SHDF. This includes two officers, nine sergeants and corporals, one patrolman, two cooks, five maintenance men and one clerk.

According to the Patrol, approximately 74% of personnel costs are allocated to the Highway Fund. It is difficult to change this during the budget process or predict when the ratio of highway related to non-highway related activities

changes. However, the Patrol feels as an average this is an acceptable ratio of funds.

Agency's Appropriation Justification:

These costs are allocated to the Highway Fund because they are used primarily to train officers in the enforcement of the traffic laws of the State. This is an ongoing need because of the need for in-service training of present officers and statutory training of new officers.

Fees Collected:

The Academy receives support from the General Revenue Fund and from the Highway Patrol Academy Fund (HPA). The funds in the HPA account represent fees received from training of criminal justice personnel who are not members of the Highway Patrol. The purpose of collection is to cover the cost of training received. These funds are primarily allocated based on number of student days attended by each category. However, class cancellations and changing requirements plus difficulty of charging the correct fund make it difficult to ensure only highway related activities are charged to the SHDF.

Highway-Funded Positions

Position Title	# of FTE	Duties
Captain	1	Administration
Lieutenant	1	Administration
Sergeant	3	Instructors
Corporal	6	Instructors
Patrolman 1st Class	1	Instructor
Cook III	1	Food Service
Cook IV	1	Food Service
Maintenance Foreman II	1	Maintenance
Bldg. & Grounds Maintenanceman I	1	Maintenance Bldg. & Grounds
Maintenanceman II	2	Maintenance
Bldg. & Grounds Maintenanceman III	1	Maintenance
Account Clerk III	1	Invoice processing

Purchases Over $2,000

Purchase Item	Amount	Use or Purpose
Kitchen laundry contract	$ 3,837	Training
Dairy contract	$ 4,447	Training
Bakery contract	$ 2,089	Training
Trash Removal	$ 3,000	Training
3-ring binders	$ 2,000	Training
Dairy contract	$ 2,993	Training

STATE HIGHWAY PATROL

Vehicle and Driver Safety

Appropriation Description:	Personal Services;	Expense and Equipment
Appropriation Amount:	$ 5,684,627;	$ 663,512
FY87 Expenditures:	$ 5,487,921;	$ 544,654

Appropriation Purpose:

The purpose of this request is to fund salaries of MVI inspectors and driver license examiners and their support staff. The objective of the Motor Vehicle Inspection Division is to get compliance from over 5,000 stations and 20,000 inspector mechanics so that defective automobiles will be repaired or removed from the highways. Statutory mandates are found in Chapter 307, RSMo. for motor vehicle inspection, air pollution control and school bus inspections.

The objective of the Driver Examination Division is to give each applicant a test to be certain it can operate a vehicle safely thereby reducing accidents.

The expense and equipment appropriation is used to provide travel expense, uniform allowance, motor vehicle inspection stickers, examination station rental, and other items needed by motor vehicle inspectors and driver license examiners assigned to this program. The Highway Patrol is mandated by Chapter 307, RSMo. to perform certain duties in connection with motor vehicle inspection, air pollution control and school bus inspections.

Of the 271 FTE working in Vehicle and Driver Safety, 261 FTE are paid from the SHDF. Vehicle and Driver Safety also receives funds from the Air Pollution Control Fund (APC). These funds are used to pay the salaries of the remaining 10

FTE in the St. Louis area whose primary function is the inspection of stations that check vehicles that are required to comply with the Federal Clear Air Act of 1977. Those FTE paid with SHDF monies include three officers, 27 sergeants and corporals, one patrolman, 39 clerks, 146 examiners, and 45 inspectors.

Agency's Appropriation Justification:
This program includes funding for the Driver Examination Division and Motor Vehicle Inspection Division which are both considered highway related activities.

Highway-Funded Positions

Position Title	# of FTE	Duties
Captain	1	Administration
Lieutenant	2	Administration
Sergeant	24	Supervision
Corporal	3	Supervision
Patrolman 1st Class	1	Supervision
Clerk II	5	Clerical
Clerk III	18	Clerical
Stenographer I	2	Clerical
Stenographer II	1	Clerical
Clerk-Typist III	3	Clerical
MVI Analyst II	1	Clerical
Account Clerk III	1	Funds processing
Chief Examiner	3	Supervision
Driver Examiner Supervisor I	23	Applicant testing
Driver Examiner Supervisor II	16	Applicant testing
Driver Examiner I	5	Applicant testing
Driver Examiner II	22	Applicant testing
Driver Examiner III	77	Applicant testing
Chief Motor Vehicle Inspector	2	Supervision
MVI Supervisor I	3	Station inspections
MVI Supervisor II	1	Station inspections
Motor Vehicle Inspector I	4	Station inspections
Motor Vehicle Inspector II	13	Station inspections
Motor Vehicle Inspector III	22	Station inspections
Clerk	8	Driver examination clerks

Purchases over $2,000

Purchase Item	Amount	Use or Purpose
Vision testing machines	$ 2,625	Drivers examination
School bus inspection forms and stickers	$ 3,198	Motor vehicle inspection
Motor vehicle inspection forms	$68,900	Motor vehicle inspection
Motor vehicle inspection stickers	$51,258	Motor vehicle inspection
Tires	$21,141	Supply inventory
Property rental agreement	$ 4,787	Drivers examination
Property rental agreement	$ 4,783	Drivers examination
Property rental agreement	$ 5,707	Drivers examination
Property rental agreement	$ 8,400	Drivers examination
Property rental agreement	$ 9,600	Drivers examination
Property rental agreement	$ 9,500	Drivers examination
Property rental agreement	$ 4,783	Drivers examination
Property rental agreement	$ 7,200	Drivers examination
Property rental agreement	$ 6,716	Drivers examination
Property rental agreement	$ 7,200	Drivers examination
Property rental agreement	$ 4,787	Drivers examination
Property rental agreement	$ 6,600	Drivers examination
Property rental agreement	$ 5,550	Drivers examination
Property rental agreement	$12,925	Drivers examination
Property rental agreement	$ 4,050	Drivers examination
Property rental agreement	$ 5,700	Drivers examination

STATE HIGHWAY PATROL

Vehicle and Driver Safety

Appropriation Description:	MVI Refund
Appropriation Amount:	$ 40,000
FY87 Expenditure:	$ 9,547

Appropriation Purpose:

The purpose of the appropriation is to provide refunds to inspection stations that discontinue the inspection program. RSMo 307.365 reads in part, "The owner operator of any inspection station who discontinues operation ... shall return ... any current stickers, seals or other devices ... and shall receive a full refund ...". Refunds are made to inspection stations withdrawing from the inspection program for any unused stickers that have not been sold.

Agency's Appropriation Justification:

Refunds are made from the SHDF because money received for sale of motor vehicle inspection stickers was originally collected by the superintendent and deposited to this fund.

Fees Collected:

None.

STATE HIGHWAY PATROL

Technical Services

Appropriation Description:	Personal Services;	Expense and Equipment
Appropriation Amount:	$ 5,044,424;	$ 2,971,422
FY87 Expenditures:	$ 4,844,470;	$ 2,814,218

Appropriation Purpose:

The purpose of this request is to fund salaries of computer system staff and telecommunications personnel assigned to this program. One of the major objectives of the Technical Services Program is to provide Highway Patrol officers with fast, accurate, and reliable voice communications and telephone service on a 24-hour basis throughout the State. Another major objective of the Technical Service Program is to provide all criminal justice users in the State of Missouri with the most reliable and responsive data processing and telecommunications capabilities available. Users include other state agencies and local criminal justice agencies.

The expense and equipment appropriation is used basically to provide hardware and software for the Patrol's computer operation and also to provide funds for operation of the Patrol's voice communications and telephone service.

Of the 184 FTE assigned to the Technical Services Section, 170 are paid from the SHDF. This includes 51 FTE working in data processing, 97 in communications, 10 in administration/supervision; nine clerical workers and three maintenance workers.

The Technical Services Section also receives General Revenue and Federal Funds. Allocation of funds is based on approximate cost of doing highway related activities, although the Patrol maintains that it is not possible to

obtain a reliable estimate on time spent on highway related activities.

The Department occasionally will charge for reports, for example, $15 or $30.

Revenues received are returned to the fund which covered the production costs. Clients are also charged for fingerprint searches. These revenues are placed in a special revolving fund.

Agency's Appropriation Justification:
These funds are used to pay salaries of computer system staff and telecommunication personnel whose primary duty is to support the patrolmen on the road in the enforcement of State traffic laws.

Highway-Funded Positions

Position Title	# of FTE	Duties
Secretary	2	Clerical
Clerk-Typist I	1	Clerical
Clerk-Typist III	1	Clerical
Bldg. & Grounds Maintenanceman II	2	Maintenance
Bldg. & Grounds Maintenanceman III	1	Maintenance
Quality Control Coordinator	1	Clerical
Director, Information Systems	1	Administration
Data Processing Manager I	1	Administration
Programmer/Analyst Manager	2	Supervision
Technical Support Manager	2	Supervision
Data Processing Operations Mgr.	1	Supervision
Programmer/Analyst II	2	Data processing
Programmer/Analyst III	1	Data processing
Programmer/Analyst Supervisor	1	Data processing
Programmer Trainee	1	Data processing
Programmer II	12	Data processing
Programmer III	3	Data processing
Systems Programmer I	3	Data processing
Technical Support Supervisor	1	Data processing
Systems Analyst Trainee	2	Data processing
Systems Analyst I	2	Data processing
Systems Analyst II	4	Data processing
Computer Operations Supervisor I	3	Data processing
Computer Operations Supervisor II	1	Data processing
Computer Operator Trainee	1	Data processing

Highway-Funded Positions

Position Title	# of FTE	Duties
Computer Operator III	4	Data processing
Data Clerk II	2	Data processing
Quality Control Clerk I	2	Clerical
Data Processing Specialist I	2	Clerical
Data Processing Specialist II	3	Data processing
Director of Radio	1	Administration
Chief Operations Engineer	1	Administration
Chief Technical Engineer	1	Administration
Technical Field Engineer	5	Communications repair
Technical Shop Engineer	5	Communications repair
Chief Telecommunications Eng.	9	Communications operator
Asst. Chief Telecommunications Eng	13	Communications operator
Radio Telecom Training Eng.	9	Comm. operator/trainer
Shop Engineer	4	Communications repair
Radio & Telecom Tech. 1st Class	43	Communications operator
Radio & Telecom Technician	6	Communications operator
Chief Telecom Training Engineer	1	Comm. operator/trainer
Mobile Radio Installer	2	Communications repair

Purchases over $2,000

Purchase Item	Amount	Use or Purpose
Maintenance of DP equipment	$ 3,000	Information systems
Maintenance of DP equipment	$ 6,012	Information systems
Maintenance of software	$ 4,500	Information systems
Maintenance of software	$ 4,410	Information systems
Maintenance of software	$ 6,240	Information systems
Maintenance of software	$ 4,650	Information systems
Maintenance of software	$ 2,380	Information systems
Lease of software	$ 3,184	Information systems
Maintenance of software	$ 6,000	Information systems
Lease/purchase software	$ 4,860	Information systems
Maintenance of software	$ 9,665	Information systems
Maintenance of DP equipment	$ 11,244	Information systems
Prorated share for Missouri in NLETS	$ 15,600	Information systems
Maintenance of software	$ 16,830	Information systems
Maintenance of DP equipment	$ 12,936	Information systems
Lease of DP equipment	$ 18,044	Information systems
Lease/purchase DP printers	$ 39,576	Information systems
Maintenance of DP equipment	$ 41,592	Information systems
Lease/purchase DP equipment	$ 43,968	Information systems
Lease/purchase DP equipment	$ 40,293	Information systems
Maintenance of DP equipment	$ 90,540	Information systems
Lease of DP equipment tape drives	$101,448	Information systems
Lease of software	$104,088	Information systems
Purchase of terminals	$215,664	Information systems
Lease of software	$ 4,110	Information systems
Maintenance of software	$ 82,080	Information systems
Maintenance of Amdahl 470/V8	$ 75,492	Information systems
Maintenance of equipment (OCR)	$ 29,220	Information systems

Purchases over $2,000

Purchase Item	Amount	Use or Purpose
Lease/purchase DP equipment (OCR)	$102,879	Information systems
Maintenance of DP equipment	$ 27,757	Information systems
Maintenance of software	$ 32,290	Information systems
Nickel-cadmium batteries	$ 3,000	Communications
Electron tubes	$ 6,450	Communications
Relay panels and relays	$ 5,589	Communications
Replace generator bearings	$ 6,274	Information systems
Lease/purchase equipment	$ 99,050	Information systems
Maintenance of software	$ 9,500	Information systems
Communications logging recorder system	$ 54,512	Communications
Lease/purchase software	$ 47,682	Information systems
Lease/purchase equipment	$ 4,401	Information systems
Lease/purchase equipment	$ 37,632	Information systems
Maintenance of DP equipment	$ 33,084	Information systems
Maintenance of printers	$ 16,478	Information systems
Oscilloscopes - 2	$ 6,750	Communications
Lease/purchase of DP equipment	$ 19,583	Information systems
Mobile transceivers	$151,920	Communications
Portable transceivers and chargers	$ 25,914	Communications
Vehicular repeater system and chargers	$173,886	Communications
Hardware DP equipment	$ 5,200	Information systems
Maintenance of software	$ 3,000	Information systems
Purchase of DP equipment	$ 28,500	Information systems
Maintenance of DP equipment	$ 6,084	Information systems
Lease DP equipment	$ 2,587	Information systems
Maintenance of Xerox copy machine	$ 2,988	Information systems
Maintenance of DP equipment	$ 11,526	Information systems
Lease/purchase software	$ 37,230	Information systems
Purchase of DP equipment	$ 6,400	Information systems
Mobile transceivers	$ 19,359	Communications
Logging recorder	$ 11,880	Communications
Logging recorder	$ 11,880	Communications
Extend lease on 2 CPU's	$ 2,055	Information systems
Extend maintenance on Amdahl computer	$ 41,040	Information systems
Extend maintenance on Amdahl computer	$ 37,746	Information systems
Mobile transceivers	$ 12,054	Communications
Radio tower painting	$ 7,620	Communications
Purchase of software	$ 5,000	Information systems
Programming	$ 4,575	Information systems
Purchase software	$ 69,848	Information systems
Tires	$ 14,211	Supply inventory
Chairs	$ 2,554	Supply inventory
Desks	$ 9,090	Supply inventory
Upgrade DP equipment	$138,000	Information systems
Electronic typewriters	$ 4,272	Communications
Logging recorder	$ 11,880	Communications
Logging recorder	$ 9,992	Communications

Purchases over $2,000

Purchase Item	Amount	Use or Purpose
Logging recorder	$ 10,880	Communications
Logging recorder	$ 10,880	Communications
Logging recorder	$ 10,880	Communications
Purchase DP equipment	$ 23,208	Information systems
Silver Reed typewriter	$ 2,937	Supply inventory
Uninterruptible power supply	$ 7,156	Communications
Paper - copy machine	$ 7,360	Supply inventory
Upgrade printers	$ 15,900	Information systems
Purchase DP equipment	$ 3,000	Information systems
Maintenance of DP equipment	$ 2,905	Information systems
Maintenance of Amadahl 470/V8	$ 37,746	Information systems
Purchase DP equipment	$ 3,359	Information systems
Install DP software	$ 10,000	Information systems
Maintenance of DP software	$ 2,103	Information systems
Overhead projectors - 10	$ 2,690	Communications
Emergency radio tower	$ 21,151	Communications
Maintenance of Amadahl 470/V8	$ 41,040	Information systems

STATE HIGHWAY PATROL

Crime Labs

Appropriation Description:	Personal Services;	Expense and Equipment
Appropriation Amount:	$ 218,730;	$ 27,954
FY87 Expenditures:	$ 214,179;	$ 27,588

Appropriation Purpose:

This appropriation provides a statewide crime laboratory system for use by all criminal justice agencies. The forensic science services provided include: chemical analysis, such as drug identification, toxicology, forensic serology, and trace evidence comparisons, plus physical comparisons, such as latent fingerprint comparisons, firearms identification, document examination and shoe print comparison.

The expense and equipment is for funds to provide travel expenses, office supplies, technical equipment and other items necessary for the operation of a statewide crime laboratory system. No purchases or contracts were made that were valued at over $2,000.

Of the 24.5 FTE in the Crime Lab, 10.5 FTE are paid from the SHDF. This includes six chemists and 4.5 clerks.

General Revenue Funds are also received for this program. The distribution of salary expenses is primarily based on whether or not cases are highway or non-highway related. However, according to the Patrol, the ratio of highway related and non-highway related cases continues to change. The Patrol states that it is not possible to obtain a reliable estimate on time spent on highway related activities in most of its programs. In some instances, it is very difficult to determine if a case is highway or non-highway related.

The Highway Patrol provides services which are paid from the SHDF to other agencies as follows:

1) provide services in road related alcohol cases for Division of Liquor Control;
2) investigate and analyze vehicle arson cases for Division of Fire Safety;
3) analyze blood and urine of persons involved in automobile accidents for drugs in State parks for Park Rangers, and
4) conduct driving while intoxicated or under the influence of drugs analysis for local and county criminal justice agencies.

Agency's Appropriation Justification:
The services provided by the Crime Lab include vehicle related investigation and analysis.

Highway-Funded Positions

Position Title	# of FTE	Duties
Sr. Forensic Chemist	1	Forensic exams
Forensic Chemist I	1	Forensic exams
Forensic Chemist II	1	Forensic exams
Forensic Chemist III (Satellite)	3	Forensic exams
Lab Records Control Clerk I	1	Clerical
Lab Records Control Clerk II	2.5	Clerical
Lab Records Control Clerk III	1	Clerical

STATE HIGHWAY PATROL

Appropriation Description:	Capital Improvement
Appropriation Amount:	Re-appropriation
FY87 Expenditure:	$ 513,986

The Highway Patrol received seven re-appropriations in FY 87. These represent appropriations for capital improvements from previous years which were not completed within the fiscal year in which they were appropriated. They are included here because expenditures were made against them in FY 87. The following are the purposes of the re-appropriations:

1. General maintenance and repair at troops and satellite stations to complete several projects that were authorized through the State in the category of general maintenance and repair.

2. Repair and replacement at General Headquarters, hangar, troops, satellite stations and transmitter buildings. The repairs are numerous throughout the State, which includes replacement of roofs, sidewalks, driveway repairs, waterproofing, and various other general maintenance.

3. Troop B - Indoor firing facility and addition to Headquarters' Building. This improvement consists of additional office space for vehicle inspectors and general office use and a firing range to enable Patrol personnel to keep proficient with sidearms and shotguns.

4. Troop I - Indoor firing facility and addition to Headquarters' Building. This improvement consists of additional office space for vehicle inspectors and

general office use and a firing range to enable Patrol personnel to keep proficient with sidearms and shotguns.

5. Acquisition/design of pursuit driving facility in Jefferson City. This facility will be used to train and retrain officers in the proficient use of motor vehicles in emergency situations, as well as firearms training, and other phases of the training program.

6. Troop A - Asbestos abatement. The Troop A Headquarters and boiler room contain large amounts of asbestos that is loose and flaking that must be removed for health reasons.

7. Troop F - Washrack, storage building, and drive addition. Academy - Freezer and storage room. Troops B and H - Crime Lab office additions. The washrack is needed for washing the patrol cars. The storage building is needed for automobile parts and supplies. The driveway will connect the above improvements. The Academy storage area and freezer will be used to store food. The small Crime Lab additions will be used primarily for storage of evidence.

All of these capital improvements are funded with SHDF monies. All property used by the Missouri State Highway Patrol is deeded to the Missouri State Highway Department. In the event that any facility is no longer used, it is disposed of by the Highway Department, and the monies are put back into the SHDF.

STATE HIGHWAY PATROL

Appropriation Description:	Capital Improvement
Appropriation Amounts:	Total - $1,695,600
FY87 Expenditure:	$ 51,961 (as of end of fiscal year)

$224,100	Repair/replacement/refinishing General Headquarters' Complex
$194,700	Repair/replacement/refinishing troop headquarters and satellites
$ 15,000	Unprogrammed requirements

The above appropriations were for various improvements throughout the State. Some of the items are storm windows for the Academy Complex, new roofs, replacement of deteriorated driveways, painting, waterproofing, as well as emergency expenditures.

$538,300 Upgrade firing ranges at General Headquarters, Troops A, C, D, E, G, H, and I. These firing ranges have a very severe lead contamination problem, and employees have high lead levels. Additional equipment and ventilation must be provided.

$395,900 DHQ Annex - Power supply and partitions. General Headquarters - New maintenance building. The emergency power supply will enable the Communications Division to keep contact with all the police departments, the FBI, as well as all of our Patrol personnel. At the present time, in the event of a power failure, all computers go down and programs are lost. - The partitions are needed to make office space more efficient. - The Maintenance Building will be used to store tractors, mowers, and other equipment.

$ 14,300 Troop A - Chain link fence and heating/cooling modification. The chain link fence is needed to prevent school children from the adjoining property from walking under the radio tower and ice falling in the winter time and injuring them. The additional heating and cooling ducts are needed to adequately heat and cool the building.

$192,600 Troop C - Power supply and maintenance building. Troop C Satellite - Addition to building. The emergency power supply will enable the Communications Division to keep contact with all the police departments, the FBI, as well as all of the Patrol personnel. At the present time, in the event of a power failure, all computers go down and programs are lost. The addition to the satellite building is needed for additional office space and to enable the Patrol to better utilize the building.

$ 12,700 Troop D Satellite Station - Construct sign and vestibule. Troop D - Construct vestibule on west side entrance. The motoring public was unable to locate the Highway Patrol satellite station; consequently, a large lighted sign was needed. The vestibule at the Satellite Station was added to conserve energy costs, as well as damage to the front of the building, along with problems of security. The vestibule for Troop D Headquarters is being installed in an effort to reduce energy costs.

$ 40,800 Troop E Satellite Station - Construct sign, vestibule and storage building. The motoring public was unable to locate the Highway Patrol satellite station; consequently, a large lighted sign was needed. The vestibule was added to

conserve energy costs, as well as damage to the front of the building, along with problems of security. The small storage building will allow the Patrol to park the tractor and other maintenance equipment in a covered area, as well as to store supplies.

$ 67,200 Troop F - Construct parking area. The area allotted to park patrol cars and storage of vehicles has been very inadequate. Many of the vehicles were parked in a muddy field, which caused them to become stuck and require towing. This capital improvement will alleviate this situation.

The total capital improvement appropriation is $1,695,600. All of these capital improvements are funded with SHDF monies. All property used by the Missouri State Highway Patrol is deeded to the Missouri State Highway Department. In the event that any facility is no longer used, it is disposed of by the Highway Department, and the monies are put back into the SHDF.

STATE HIGHWAY PATROL

Appropriation Description: Fringe Benefits

Appropriation Amount: $ 8,892,319; $ 1,541,602

Purpose

The purpose of the $8.9 million appropriation request is to maintain adequate funding of retirement benefits for Patrol employees based on percentage recommended by actuary. This percentage is based on provisions set out in statute and on employee characteristics.

The purpose of the $1.5 million request is to provide funds for Worker's Compensation insurance and the State's share of retired and current employees' medical and life insurance. The insurance cost of personnel paid from Highway Funds is requested from Highway Funds.

DEPARTMENT OF REVENUE

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

DEPARTMENT OF REVENUE

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
1245	Tax Credit Refunds	$ 547,071	N/A	$ 547,071	N/A	N/A
1248	Motor Fuel Refunds	$ 7,842,089	N/A	$ 7,842,089	N/A	N/A
1250	Personal Service	$ 2,033,732	Administration	$ 2,018,975	94.2	137.75
6211	Expense & Equipment	$ 3,238,931	Administration	$ 3,149,458	N/A	N/A
1254	Expense & Equipment	Re-appropriated	Administration	$ 20,041	N/A	N/A
1256	Personal Service	$ 2,543,159	Information Services	$ 2,535,598	133.98	222.00
1260	Expense & Equipment	$ 2,788,389	Information Services	$ 2,428,344	N/A	N/A
1262	Personal Service	$ 7,135,607	Motor Vehicle & Drivers Lic.	$ 7,037,804	502.00	504.00
1265	Expense & Equipment	$ 4,888,588	Motor Vehicle & Drivers Lic.	$ 4,509,215	N/A	N/A
4178	Personal Service	$ 2,892,790	Branch Offices	$ 2,856,732	198.50	198.50

APPROPRIATIONS, EXPENDITURES AND NUMBER OF FTE

DEPARTMENT OF REVENUE

APPROPRIATION NUMBER	SUBJECT	AMOUNT	DIVISION	EXPENDITURES FY87	HIGHWAY FTE	TOTAL FTE
4179	Expense & Equipment	$ 618,178	Branch Offices	$ 578,238	N/A	N/A
1268	Personal Service	$ 435,881	Taxation	$ 414,318	35.90	529.50
1272	Expense & Equipment	$ 33,195	Taxation	$ 32,406	N/A	N/A
1277	Personal Service	$ 585,599	Highway Reciprocity	$ 578,874	40.00	40.00
1279	Expense & Equipment	$ 359,779	Highway Reciprocity	$ 317,979	N/A	N/A
5287	Personal Service	$ 563,816	Compliance	$ 562,120	22.35	266.50
5288	Expense & Equipment	$ 183,878	Compliance	$ 168,336	N/A	N/A
TOTAL		$36,690,682		$35,597,598	1,026.93	

Department of Revenue
Highway Funded Expenses

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Division of Administration	
Travel & Vehicle Expense	$ 77,938
Office & Communication Expense	2,908,007
Office & Comm. Equip. Purchase & Repair	41,301
Fuel and Utilities	
Physical Plant Expense	37,076
Physical Plant Equip. Purchase & Repair	182
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	18,051
Other Expense	19,986
Other Equipment Purchase & Repair	
Data Processing Expense & Equipment	46,915
TOTAL EXPENSE	$3,149,458
Division of Information Systems	
Travel & Vehicle Expense	$ 15,081
Office & Communication Expense	113,630
Office & Comm. Equip. Purchase & Repair	34,075
Fuel and Utilities	
Physical Plant Expense	2,623
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	3,164
Professional & Technical Expense	15,659
Other Expense	42,405
Other Equipment Purchase & Repair	
Data Processing Expense & Equipment	2,201,705
TOTAL EXPENSE	$2,428,344
Division of Motor Vehicle & Drivers Licensing (Exclude Branch Offices)	
Travel & Vehicle Expense	$ 166,212
Office & Communication Expense	1,599,311
Office & Comm. Equip. Purchase & Repair	65,139
Fuel and Utilities	
Physical Plant Expense	130,937
Physical Plant Equip. Purchase & Repair	688
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	116
Other Expense	2,410,714
Other Equipment Purchase & Repair	
Data Processing Expense & Equipment	136,097
TOTAL EXPENSE	$4,509,215

Department of Revenue
Highway Funded Expenses

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Division of Motor Vehicle & Drivers Licensing (Branch Offices)	
Travel & Vehicle Expense	$ 34,847
Office & Communication Expense	45,257
Office & Comm. Equip. Purchase & Repair	32,222
Fuel and Utilities	
Physical Plant Expense	395,253
Physical Plant Equip. Purchase & Repair	33,485
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	36,966
Other Expense	172
Other Equipment Purchase & Repair	
Data Processing Expense & Equipment	36
TOTAL EXPENSE	$ 578,238
Division of Taxation	
Travel & Vehicle Expense	$ 1,850
Office & Communication Expense	21,696
Office & Comm. Equip. Purchase & Repair	79
Fuel and Utilities	
Physical Plant Expense	787
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	720
Other Expense	1,947
Other Equipment Purchase & Repair	
Data Processing Expense & Equipment	5,327
TOTAL EXPENSE	$ 32,406
Highway Reciprocity Commission	
Travel & Vehicle Expense	$ 10,051
Office & Communication Expense	132,752
Office & Comm. Equip. Purchase & Repair	36,065
Fuel and Utilities	
Physical Plant Expense	764
Physical Plant Equip. Purchase & Repair	2,850
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	4,834
Other Expense	7,455
Other Equipment Purchase & Repair	
Data Processing Expense & Equipment	123,209
TOTAL EXPENSE	$ 317,979

Department of Revenue
Highway Funded Expenses

Title of Expense	Expenditures & Encumbrances Charged to Highway Fund
Division of Compliance	
Travel & Vehicle Expense	$ 35,437
Office & Communication Expense	6,900
Office & Comm. Equip. Purchase & Repair	4,775
Fuel and Utilities	115
Physical Plant Expense	
Physical Plant Equip. Purchase & Repair	
Institutional Equip. Purchase & Repair	
Professional & Technical Expense	210
Other Expense	2,185
Other Equipment Purchase & Repair	
Data Processing Expense & Equipment	118,713
TOTAL EXPENSE	$ 168,336

DEPARTMENT OF REVENUE

Refunds of Tax Credits

Appropriation Description:	Refund
Appropriation Amount:	$ 547,071
FY87 Expenditure:	$ 547,071

Appropriation Purpose:

The refund is for any overpayment or erroneous payment that is credited to the State Highway Department Fund. The refund is given to individuals or businesses.

Fees Collected:

None.

DEPARTMENT OF REVENUE

Refunds of Motor Fuel Taxes

Appropriation Description:	Refund
Appropriation Amount:	$ 7,842,089
FY87 Expenditures:	$ 7,842,089

Appropriation Purpose:

The appropriation is to refund taxes paid on fuel for non-highway use. The refund is given to any person who buys and uses motor fuel for any purpose except in the operation of motor vehicles upon the highways of the State of Missouri.

Agency's Appropriation Justification:

According to Section 142.240 RSMo, disbursements are to be made for refunds of motor fuel taxes collected on non-highway propelling vehicle use.

Fees Collected:

None.

DEPARTMENT OF REVENUE

Division of Administration

Appropriation Description:	Personal Services;	
	Expense & Equipment	
Appropriation Amount:	$ 2,033,732;	$ 3,238,931
FY87 Expenditures:	$ 2,018,975;	$ 3,149,458

Appropriation Purpose:

DOR's Division of Administration is responsible for providing service and administrative support to the department. The duties include the department's annual budget request, personnel services, fiscal work and internal audits of department's accounting system. The appropriation is to help fund the salaries of the division's personnel.

DOR's Division of Administration's specific duties include providing timely deposits into funds, handling department mail and administrating additional duties of the Department of Revenue. The appropriation funds 94.2 FTE out of the division's total 137.75 FTE. The distribution of salaries among funds is determined by the percentage of each fund appropriation to the total appropriation.

The Expense & Equipment appropriation provides funds to cover expenses of the Division of Administration. The major allocation is for office and communication Expense which includes postage and telephone charges for the entire Department of Revenue.

Agency's Appropriation Justification:

The Division's response to the justification question was that Division of Administration provides support to the operating divisions which collect the revenue attributable to the SHDF.

Fees Collected:

None.

Administration

Highway-Funded Positions

Position Title	# of FTE	Duties
Clerk I	1.00	Clerical
Docket Clerk I	1.00	Clerical
Administrative Secretary II	1.00	Clerical
Secretary	1.00	Clerical
Administrative Secretary	3.00	Clerical
Legal Secretary	6.00	Clerical
Clerk Typist I	2.00	Clerical
Clerk Typist II	2.00	Clerical
Administrative Secretary III	1.00	Clerical
Mail Room Supervisor	1.00	Manages mail room facilities
Asst. Mail Room Supervisor	1.00	Assist supervisor with duties
Asst. Fiscal Officer	1.00	Assist fiscal officer with fiscal affairs
Training Technician II	2.00	Assist in training program
Personal Services Officer	1.00	Works with personnel management
Stores Clerk I	1.00	Provide inventory assistance
Stores Clerk II	1.00	Manage
Contract Administrator	0.60	Works with DOR's contracts
Account Clerk I	1.00	Help maintain financial books
Account Clerk II	5.00	Further assistance in financial bookkeeping
Internal Auditor	1.00	Verifies financial transactions
Senior Internal Auditor	1.00	Supervise internal auditing
Internal Audit Manager	1.00	Manages internal auditors
Fiscal Officer	1.00	Deals with fiscal management for DOR
Budget Officer	1.00	Prepare budget documents
Warehouse Supervisor	1.00	Supervise warehouse facility
Buyer I	1.00	Liaison between DOR and Division of Purchasing
Quality Circle Coord.	0.60	Coordinates Quality Circle Program
Administrative Coord.	1.00	Assist in coordination of programs
Personnel Technician I	1.00	Personnel work with employees
Personnel Technician II	1.00	Duties relating to recruiting, etc.
Personnel Analyst II	1.00	Help develop personnel program
Training Coord.	1.00	Administer staff training programs
Training Technician III	1.00	Assist in training program
Senior Counsel	2.00	Legal advice for DOR
Asst. General Counsel I	14.00	Provide legal advice
Asst. General Counsel II	2.00	Help draft legislation, etc.
Payroll Clerk III	1.00	Prepares records for payroll
Payroll Clerk II	1.00	Assist in payroll preparation
Mail Clerk I	7.00	Clerical work with mail
Mail Clerk II	2.00	Manual and clerical work with mail
Administrative Asst.	1.00	Provides administrative support

Administration (cont.)

Highway-Funded Positions

Position Title	# of FTE	Duties
Bureau Manager IV	1.00	Supervise DOR's Bureau
Bureau Asst. Mgr. III	1.00	Assist Bureau Manager with duties
Management Analyst II	2.00	Develop fiscal notes and legislation proposals
Tax Policy Officer	1.00	Draft legislation & fiscal notes
Management Analyst I	2.00	Study management programs
E.D.P. Coord.	1.00	Coordinate data processing within division
Asst. to Director of Revenue	1.00	Assistance in Director's duties
Deputy Director	1.00	Assists Directors with duties
Director of Revenue	1.00	Administration
Custodial Worker	4.00	Cleaning duties
Custodial Supr.	1.00	Supervise custodial force
Delivery Worker	1.00	Transports DOR materials
Maintenance Worker	1.00	Repairs, cleans, etc.

Itemized purchases of over $2,000 was not provided by the Department of Revenue.

DEPARTMENT OF REVENUE

Division of Administration

Appropriation Description:	Expense and Equipment
Appropriation Amount:	Re-appropriation
FY87 Expenditures:	$ 20,041

Appropriation Purpose:

The purpose of the re-appropriation was to carry over moving expenses for the Department of Revenue. Not all of the moving had been completed in the previous year. The appropriation has been discontinued in FY 88.

Agency's Appropriation Justification:

The moving involved agencies which collect highway revenues and support the collection of highway revenues.

DEPARTMENT OF REVENUE

Division of Information Services

Appropriation Description:	Personal Services;	Expense & Equipment
Appropriation Amount:	$ 2,543,159;	$ 2,765,884
FY87 Expenditures:	$ 2,535,598;	$ 2,428,344

Appropriation Purpose:

The Division of Information Systems is responsible for data processing and information systems within the Department of Revenue. The division has four bureaus which include:

1) Systems and Programming Bureau
2) Operating Bureau
3) Information Services Bureau
4) Administrative Unit

The four bureaus combine together for the administration, development, implementation and maintenance of the data processing systems within the Department of Revenue.

The Division of Information Services allocates salary expense based on the cost of support services provided for divisions funded from the SHDF. The appropriation funds 133.98 FTE out of the total 222.00 FTE for the division. The Expense & Equipment appropriation funds any additional cost for data processing services not provided for by the Office of Administration - Division of Data Processing. Funding is allocated to the SHDF if the Division being supported is funded by the SHDF.

Agency's Appropriation Justification:

The division's response is that many services are performed relative to the Division of Motor Vehicling and Drivers Licensing.

Fees Collected:

Fees are collected for the cost of services for information provided to commercial entities. All these fees are deposited into the Department of Revenue Information Fund and used to cover the cost of providing the information.

Information Services

Highway-Funded Positions

Position Title	# of FTE	Duties
Administrative Secretary II	1.00	Clerical
Secretary	1.85	Clerical
Administrative Secretary	3.00	Clerical
Clerk Typist I	0.50	Clerical
Clerk Typist II	0.50	Clerical
Data Entry Operator I	25.83	Data entry into computers
Data Entry Operator II	28.50	Data entry
Data Entry Supervisor I	13.60	Supervise data entry area
Data Entry Supervisor II	4.00	Further supervision over area
Data Control Clerk II	9.00	Control scheduling of computer input and output
Computer Support Supervisor	1.00	Supervise activities of DP production control unit
Programmer Trainee	2.00	Prepares programs under supervision
Programmer II	12.00	Resolves program requirements
Programmer I	2.00	Develops program for DOR
Systems Analyst III	0.60	Design and maintenance of computer system
Programmer Analyst I	9.40	Helps convert accounting, etc. programs into data processing applications
Programmer Analyst II	7.75	Same as Analyst I with more complex works
Programmer Analyst Supervisor	5.00	Supervise programming analyst work
Manager - Programming & Analysis	1.85	Coordinates existing proposed data processing applications
OCR Scanner Operator	1.00	Operator of scanner equipment
Data Processing Manager I	2.00	Coordinate large computer installation
Division Director	1.00	Administration
Electronics Technician	0.60	Maintenance of electronic equipment

Itemized purchases over $2,000 was not provided by the Department of Revenue.

DEPARTMENT OF REVENUE

Division of Motor Vehicle and Drivers Licensing

(Excluding Branch Offices)

Appropriation Description:	Personal Services;	Expense & Equipment
Appropriation Amount:	$ 7,132,607;	$ 4,888,588
FY87 Expenditures:	$ 7,037,804;	$ 4,509,215

Appropriation Purpose:

The Division of Motor Vehicle and Drivers Licensing (Excluding Branch Offices) comprises two bureaus, Motor Vehicle Bureau and Drivers License Bureau. The Motor Vehicle Bureau is responsible for titling and registering motor vehicles, trailers and marine craft. The Drivers License Bureau is responsible for issuance of operator and chauffeur licenses to qualified drivers. Also, the bureaus keep control of the traffic violation point assessment system.

The appropriation funds 502 FTE of the division's 504 FTE. The other two FTE are provided by federal funds for work with interstate motor carriers. The SHDF funds 99% of the division's activity.

Agency's Appropriation Justification:

The division's response to the justification question was that the fees collected are deposited into the SHDF; therefore, the funding is considered a cost of collection.

Fees Collected:

Registration fees and taxes on purchases of motor vehicles are all deposited into the SHDF except 50% of the sales taxes on vehicle purchases. The other 50% is deposited into General Revenue as provided in the Constitution and into the School District Trust Fund. Fees collected for

registrations and licensings related to marine activities are credited to general revenue. These fees amounted to approximately $2.3 million in FY 1987.

MV/DL

Highway-Funded Positions

Position Title	# of FTE	Duties
Clerk I	85.00	Clerical
Clerk II	38.00	Clerical
Administrative Secretary II	2.00	Clerical
Secretary	5.00	Clerical
Administrative Secretary	3.00	Clerical
Clerk Typist I	47.00	Clerical
Clerk Typist II	20.00	Clerical
Correspondent Clerk	18.00	Process documents relating to accident reports
Telephone Info. Specialist	26.00	Examine registration forms for completeness
Clerical Group Leader	21.00	Leadership over Clerks and Typists
Receptionist	2.00	Answer & screen telephone calls
Video Machine Operator	2.00	Produce printed copies of drivers
Data Entry Operator I	2.00	Keys in transactions
Programmer Trainee	2.00	Programs for data processing applications
EDP Peripheral Operator	1.00	Laminate titles and licenses
Account Clerk I	4.00	Recount money received & prove accuracy
Account Clerk II	5.00	Recount money received & prove accuracy
Accountant II	1.00	Recount money received & prove accuracy
Accountant III	1.00	Recount money received & prove accuracy
Administrative Coordinator	1.00	Coordinate duties for Director
Docket Clerk II	2.00	Clerical
Training Technician I	1.00	Assists in training programs
Administrative Aide	5.00	Provide technical support for management
Audit Clerk	13.00	Audit inventory & invoice
Accident Examiner Clerk	1.00	Work with uninsured accident reports
Examiner Clerk I	69.00	Examine corrected applications
Examiner Clerk II	11.00	Provide leadership necessary for examiners group
Section Supervisor	9.00	Supervise production of sections
Section Supervisor II	2.00	Supervise section
Administrative Clerk	1.00	Responsible for forms control, etc.
Branch Office Clerk	2.00	Assist customers with transactions
Bookkeeping Machine Operator I	6.00	Develop daily cashier reports
Agency Field Agents	8.00	Oversee fee offices & photo-vision tester

MV/DL (continued)

Highway-Funded Positions

Position Title	# of FTE	Duties
Bureau Asst. Manager I	3.00	Supervise the day-to-day activities
Bureau Asst. Manager II	2.00	Assist in overall planning of programs
Bureau Asst. Manager III	1.00	Assist in manager's duties
Bureau Manager IV	3.00	Manage bureaus of division
Administrative Manager	1.00	Manage administrative duties of divisions
Deputy Division Director	1.00	Assist Director in duties
EDP Coordinator	1.00	Coordinate division's data processing
Division Director	1.00	Administration
Delivery Worker	1.00	Transport documents for storage
Vision Tester/Photographer	69.00	Gives vision test & photographs
Photo/Vision Field Supervisor	3.00	Overseeing fee offices and photo/vision testers

Itemized purchases over $2,000 was not provided by the Department of Revenue.

DEPARTMENT OF REVENUE

Division of Motor Vehicle and Drivers Licensing

(Branch Offices)

Appropriation Description:	Personal Services;	Expense and Equipment
Appropriation Amount:	$ 2,892,790;	$ 618,178
FY87 Expenditures:	$ 2,856,732;	$ 578,238

Appropriation Purpose:

The Branch offices established in major metropolitan areas provide vehicle titles, license plates, marine registration and driver testing facilities. These branch offices collect the fees for the Department of Revenue. The appropriation funds the entire 198.50 FTE of the division. The major expenses for the Branch Offices include rent, utilities, etc. for the buildings they occupy. The division is funded entirely by SHDF money.

Agency's Appropriation Justification:

Fees are deposited into the SHDF for highway use; therefore, the cost of collecting revenue is funded by the SHDF.

Fees Collected:

Registration fees and taxes on purchases of motor vehicles are all deposited into the SHDF except 50% of the sales taxes on vehicle purchases. The other 50% is deposited into General Revenue as provided in the State Constitution and into the School District Trust Fund.

Fees collected for registrations and licensings related to marine activities are credited to general revenue.

Branch Offices

Highway-Funded Positions

Position Title	# of FTE	Duties
Secretary	2.00	Clerical
Clerical Group Leader	5.00	Supervise clerical work
Section Supervision	2.00	Supervise sections in branch office
Branch Office Clerk	116.50	Clerical work
Branch Office Clerk (Audit)	18.00	Audits daily clerk
Branch Office Clerk (Cashier)	27.00	Collects fees in branch offices
Assistant Branch Manager	8.00	Assist & assigns duties of branch
Regional Branch Office Coord.	1.00	Oversees all branch offices
Branch Manager	12.00	Manages overall operation of branch
Custodial Worker	1.00	Cleaning duties
Custodial Worker Branch	6.00	Branch's cleaning duties

Itemized purchases over $2,000 was not provided by the Department of Revenue.

DEPARTMENT OF REVENUE

Division of Taxation

Appropriation Description:	Personal Services;	Expense and Equipment
Appropriation Amount:	$ 435,881;	$ 33,195
FY87 Expenditures:	$ 414,318;	$ 32,406

Appropriation Purpose:

The Division of Taxation is responsible for the administration of Missouri's tax laws. The division processes and administers forms and reports for the collection of revenue due the state and local taxing jurisdictions as set forth by statutes. This appropriation is to provide services to collect taxes on motor fuel.

The appropriation funds 35.90 FTE of the division's 529.50 FTE. Allocation of salaries and expenses to certain funds is based on job duties pertaining to the different funds. All expenses attributable to the collection of motor fuel taxes are allocated to the SHDF.

Agency's Appropriation Justification:

The division's response to the justification question was that the expenses are attributable to the collection of motor fuel taxes.

Fees Collected:

The Division of Taxation collects many fees and taxes which are deposited into appropriate funds based according to statute. Taxes include motor fuel tax, income tax, sales tax, use tax, insurance tax, financial institution taxes, estate tax, cigarette tax, inheritance tax and bingo tax. Motor fuel taxes are deposited into the Motor Fuel Tax Fund.

Taxation

Highway-Funded Positions

Position Title	# of FTE	Duties
Clerk I	16.40	Clerical
Clerk II	1.20	Clerical
Processing Clerk I	9.50	Checks reports and arithmetic computations
Processing Clerk II	1.30	Checks reports and arithmetic computations
Secretary	2.00	Clerical
Clerk Typist	1.00	Types & prepares reports
Processing Audit Clerk	0.70	Audits tax returns
Audit Clerk	2.80	Audit tax returns
Tax Audit Analyst I	1.00	Reviews tax returns & schedules

Itemized purchases over $2,000 was not provided by the Department of Revenue.

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